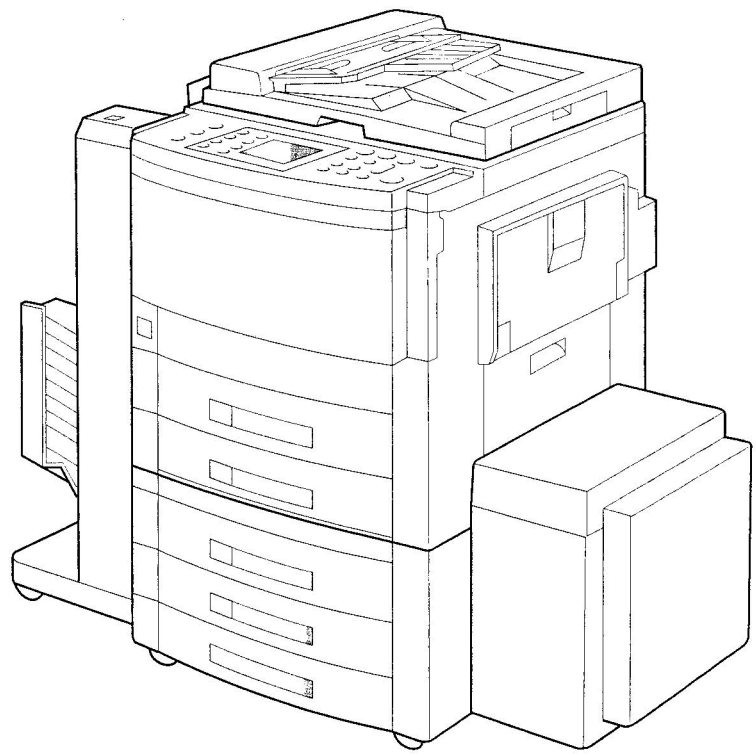
Plain Paper Copier

Operating Instructions

Model No.

FP-7845/7850

Options
i-ADF (FA-A888)/ADF (FA-A505)/Sorter (FA-S575/S660/S680/S685/S690)
System Console (FA-DS82)/LCC (FA-MA301)



Before operating this copier, please read these instructions completely and keep this operating guide for future reference.

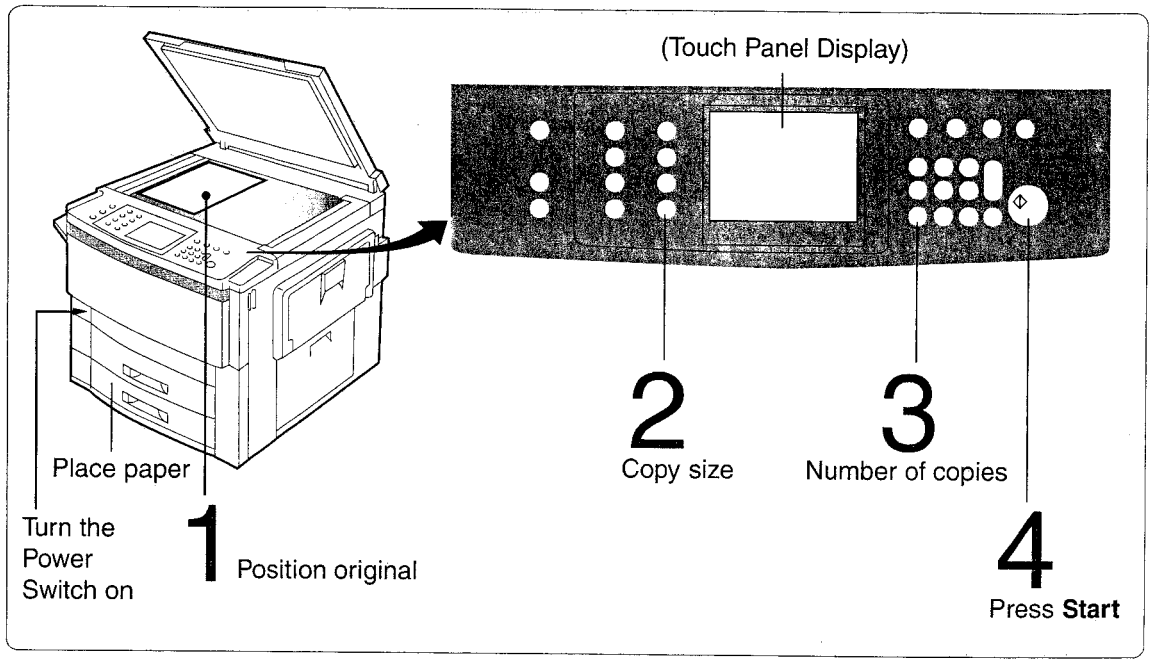
The FP-7845/7850 with options (See P.42)

English

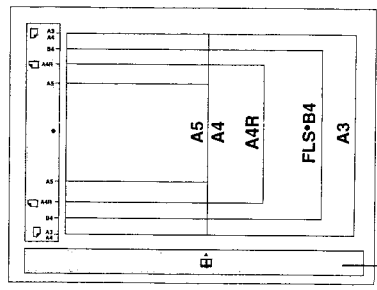
Operation Chart

Common features and usage

■ Basic Operation



■ Position of the original



- Place face down on platen and in ADF (FA-A505). Face Up in i-ADF (FA-A888).
- If the original is incorrectly placed on the platen glass, part of the copy image may be missing.
- For originals smaller than A5 size, align with center of left original guide and select A5.

■ Common features

Follow these steps for each copy job.

1:1 **Full Size Copying** (See P.11) 1 → 3 → 4

Reduction or Enlargement (See P.12) 1 → 2 → 3 → 4

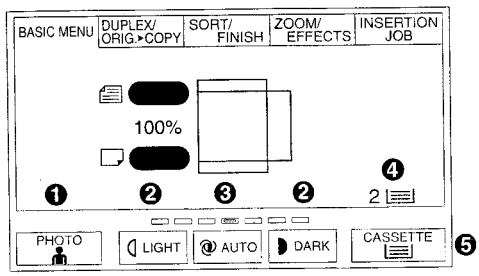
NOTE

- The ADU (Automatic Duplex Unit/FA-MADM6) is standardly equipped in the first drawer and the paper drawer status is shown as ADU on the display. (See P.10)
- **Note on making multiple copies (For FP-7845/7850)**
  If the fusing temperature drops excessively during a multi-copy cycle, there is a possibility that the copying speed will be reduced. The copying speed will automatically return to normal when the fusing temperature rises enough to ensure good fusing performance.

Touch Panel Display

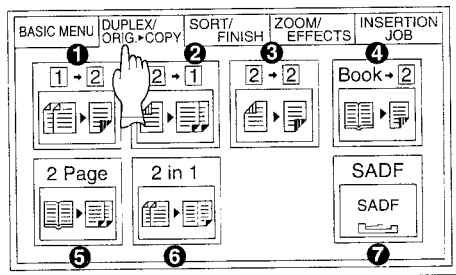
■ Function Categories

A



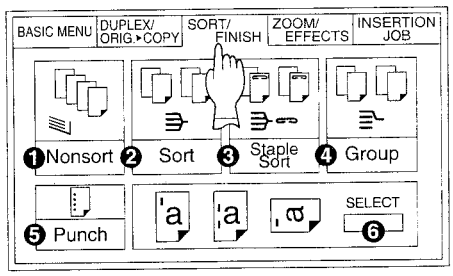
Basic Menu (See P.10)
① Photo Mode Key
② Exposure Control Keys
③ Auto Exposure Key
④ Current feed location selected
⑤ Cassette Selection Key

B



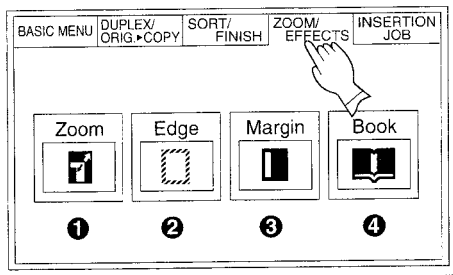
Duplex/Original ▶ Copy (See P.14)
① 1 ➡ 2 Copy Key
② 2 ➡ 1 Copy Key
③ 2 ➡ 2 Copy key
④ Book ➡ 2 Copy Key
⑤ 2 Page Copy Key
⑥ 2 in 1 Copy Key
⑦ SADF Key

C



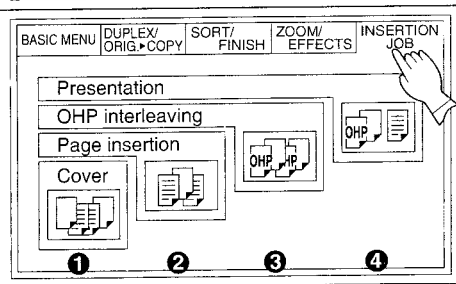
Sort/Finishing (See P.19)
① Nonsort Mode Key
② Sort Mode Key
③ Staple Sort Mode Key
④ Group Mode Key
⑤ Hole Punch Mode Key
⑥ Staple Position Select Key

D



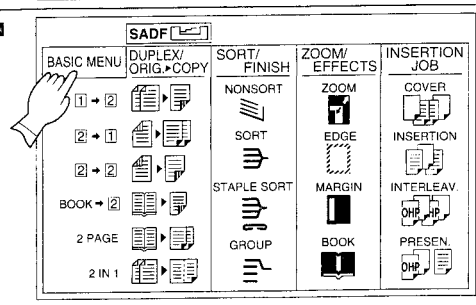
Zoom/Effects (See P.22)
① Zoom Key
② Edge Mode Key
③ Margin Mode Key
④ Book Mode Key

E



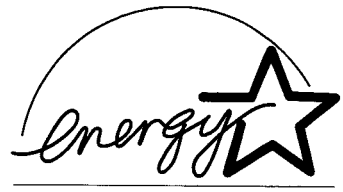
Insertion job (See P.26)
① Cover Mode Key
② Page Insertion Mode Key
③ OHP Interleaving Mode Key
④ Presentation Mode Key

F



Basic Menu Selection
- Displays all functions when touching Basic Menu Key.
- Touch Basic Menu Key again to return to the basic screen.

Energy Star



The FP-7845 & FP-7850 series copiers comply with Tier 2 of the Environmental Protection Agency's Energy Star Program. This voluntary program specifies certain energy consumption and usage standards for copiers. These copiers will automatically "power down" after a specified period of non-use. The use of these Energy Star compliant copiers will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please see your authorised Panasonic copier dealer for more details.

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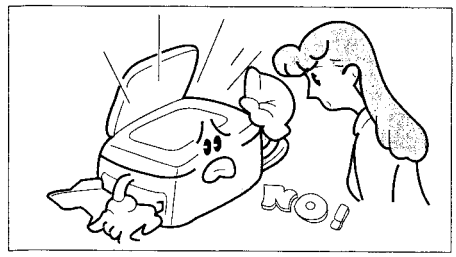
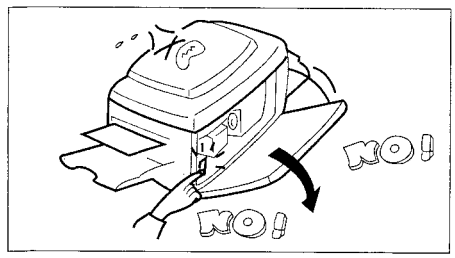
Precautions

Handling



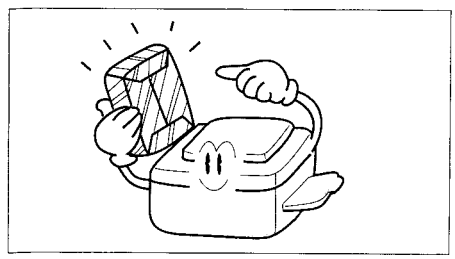
■ Do not look directly at exposure lamp when copying.



■ Do not turn the power switch off or open the front panel during copying.

● Do not drop paper clips or other metal objects into the copier.

Toner and Paper

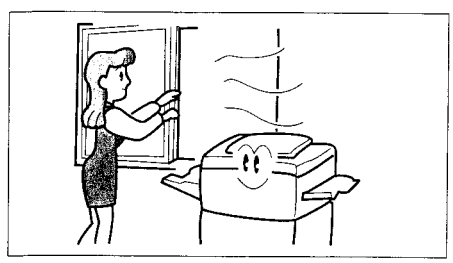


■ Store toner, developer and paper in cool areas with low humidity.

● High quality paper of 60 – 90 g/m^2 (55 – 130 g/m^2 via sheet bypass) may be used.

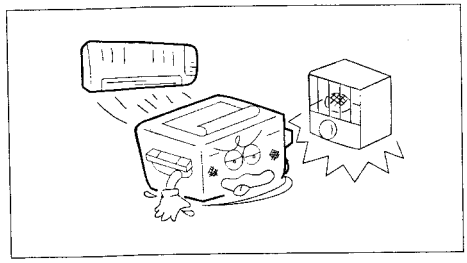
● For optimum copy quality, it is essential that Panasonic Brand Toner is used in the copier.

Ventilation



■ The copier should be installed in a well-ventilated area to minimize the ozone density in the air.

Installation



■ The copier should not be installed in areas with the following conditions:

- Extremely high or low temperature and humidity.
  Ambient Conditions Temperature: 10°C – 30°C
  Relative humidity: 30% – 80%
- Where temperature and humidity can change rapidly, causing condensation.
- Direct exposure to sunlight.
- Directly in air conditioning flow.
- In areas of high dust concentration.
- In areas of poor ventilation.
- In areas with chemical fume concentration.
- In areas with extreme vibration.
- Unstable or uneven floors.

FOR YOUR SAFETY

This appliance is supplied with a moulded three pin mains plug for your safety and convenience.
A 13 amp fuse is fitted in this plug.
Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 13 amps and that it is approved by ASTA or BSI to BS1362
Check for the ASTA mark ⓐ or the BSI mark ⓚ on the body of the fuse.

If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.
If you lose the fuse cover the plug must not be used until a replacement cover is obtained.
A replacement fuse cover can be purchased from your local Panasonic Dealer.

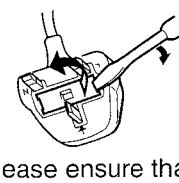
IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR OFFICE THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY.
THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.
If a new plug is to be fitted please observe the wiring code as shown below.
If in any doubt please consult a qualified electrician.

WARNING: THIS APPLIANCE MUST BE EARTHED.

IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:
Green and Yellow: Earth
Blue : Neutral
Brown : Live

As the colours of the wires in the main lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by letter E or by the safety Earth symbol "⏚" or coloured GREEN or GREEN-AND-YELLOW.
The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.
The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.

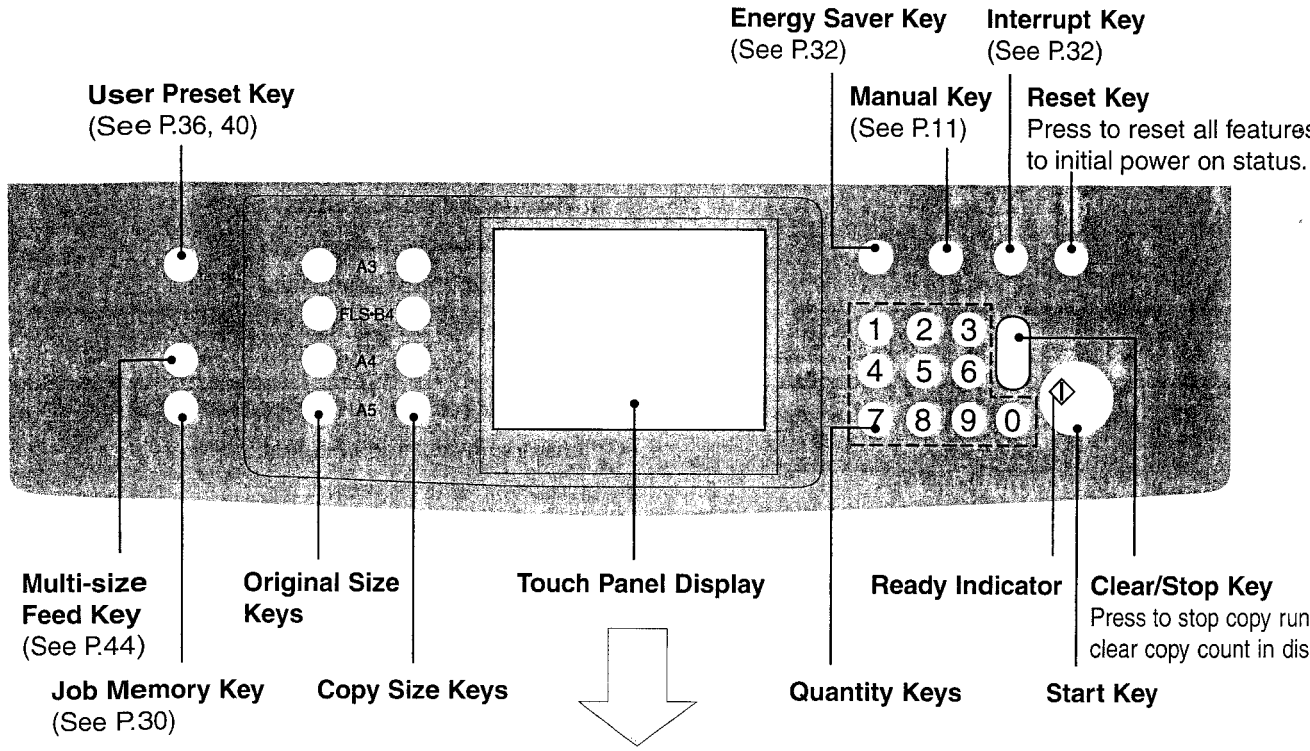
How to replace the fuse.
Open the fuse compartment with a screwdriver and replace the fuse.

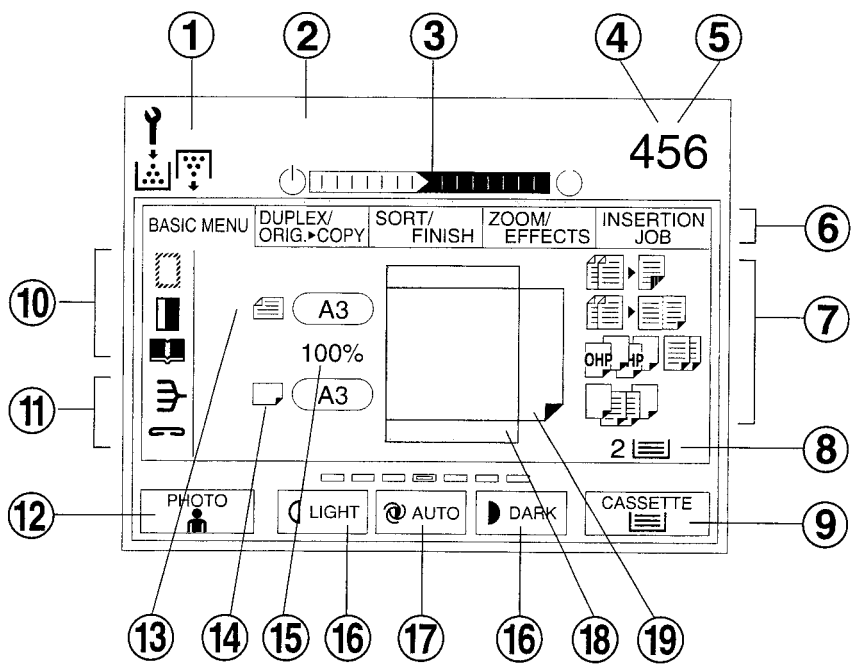


Caution Note: Disconnect from the mains supply before removing covers.

The mains plug on this equipment must be used to disconnect mains power. Please ensure that the socket outlet is installed near the equipment and shall be easily accessible.

Control Panel





NOTE

- **Adjusting the touch panel display contrast**
  Adjust brightness of the display by repeatedly pressing A3 or A5 original size key while pressing and holding the Clear/Stop key.
  To make the display brighter: A3 size key
  To make the display darker : A5 size key

■ Touch Panel Display Indications

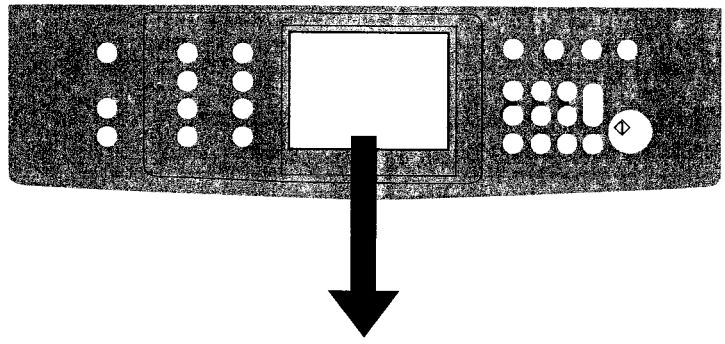
No	Contents	Refer to
①	Warning indications ● The copier will be disabled after this display is on for some time. : Add Toner, : Replace waste toner bottle., : Call service.	P.53, 54
②	Message area	
③	Warm-up Time indication	
④	Number of copies	
⑤	Machine/User Error Code indication (E1-01, U13, etc.,)	P.66
⑥	Function Categories	P.10, 14, 19, 22, 26
⑦	Programmed Functions-1	P.14, 26
⑧	Selected Paper Tray and Paper status indication 2: Tray position, : Normal, : Low paper, : Add Paper	P.51
⑨	Cassette Selection Key	P.10
⑩	Programmed Functions-2	P.22
⑪	Sorter Functions	P.19, 45
⑫	PHOTO Mode Selection key	P.11
⑬	Original Direction and Size indication	
⑭	Copy Paper Direction and Size indication	
⑮	Copy Ratio indication	
⑯	Manual Exposure Select keys (Light and Dark)	P.11
⑰	Auto Exposure Key	P.11
⑱	Copy Image indication	
⑲	Paper size and direction indication	

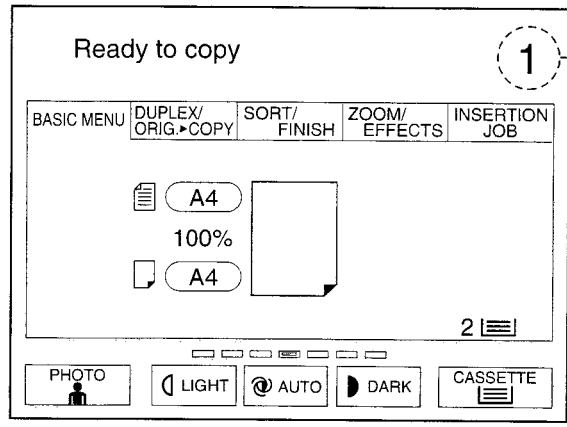
CAUTION

● Use soft finger pressure only to activate touch Screen panel. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.

Basic Menu

■ Initial Screen

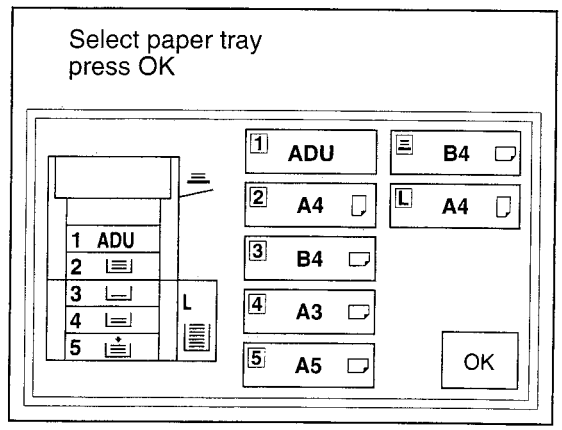




● Input the code number, if U0 appears.

(When placing A4 size originals)

● Touch CASSETTE Key if necessary.

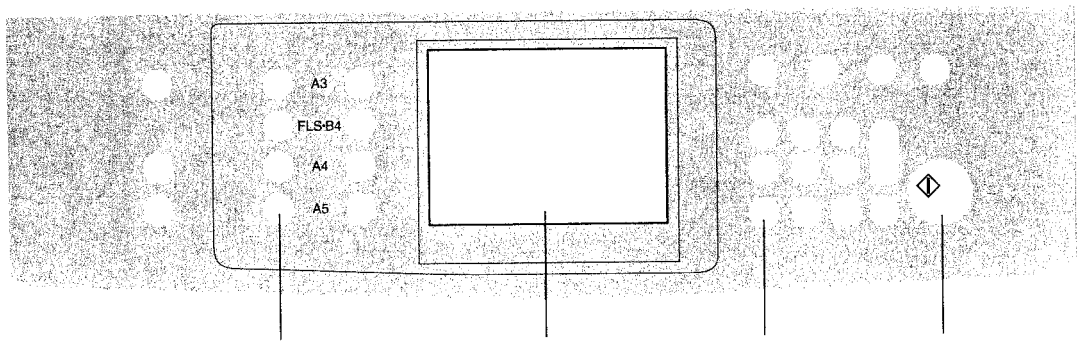


● Select paper tray required.
● Touch **OK** key.

Full Size Copying

When copying the same size as the original (1:1)

■ Copy size and copy density are automatically selected.



1 Position original

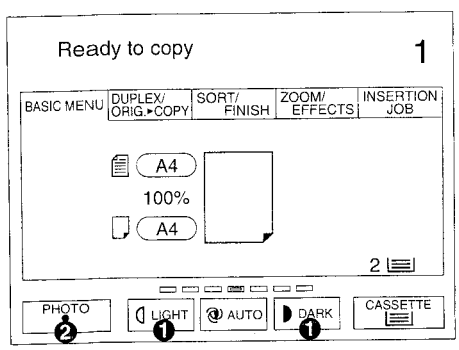
Original Size Keys

Touch Panel Display

2 Number of copies
Up to 999

3 Press **Start**

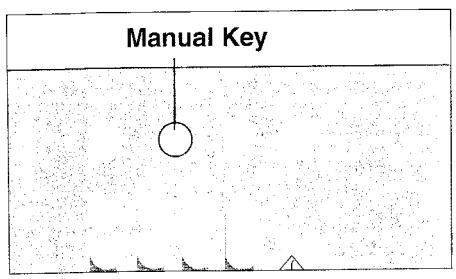
■ When manually selecting exposure control or original size:



Select exposure control

① Press the Light or Dark key.

② Press the Photo key to copy photos and halftones.



Select original size.

① Press Manual key.

■ —— Lights up (Manual mode)

② Select original size with Original Size key.

● **Benefits of QUARC (QUAlitative Reasoning based adaptive Controller).**
The FP-7845/7850 series features exclusive new Panasonic imaging technology which utilises an advanced form of artificial intelligence to ensure optimal copy quality and performance under varying environmental conditions, from a wide range of originals.

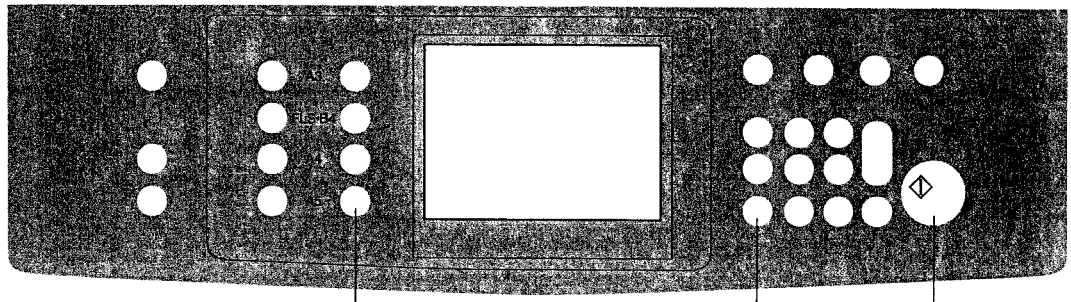
NOTE

● When message ADD PAPER appears, place selected paper into paper drawer/tray.

Reduction or Enlargement

When copying with preset ratios

■ **There are 5 preset reduction and 5 preset enlargement modes.**

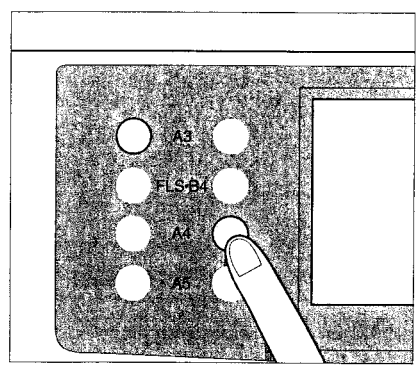


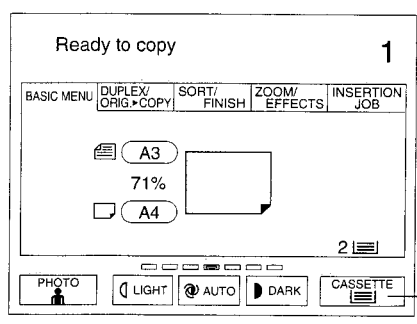
1 Position original

2 Select the copy size
(Landscape for A4/A5 size)

3 Number of copies

4 Press **Start**





Paper Tray (CASSETTE) Key

Example: Reduction

Original size → Copy size

A3 → A4

The correct ratio is automatically selected.

Reduction and enlargement ratios. (%)

Original size	Copy size			
	A3	B4	A4	A5
A3	100	87	71	50
B4	115	100	82	58
A4	141	122	100	71
A5	200	173	141	100

- When changing the paper size, touch **Cassette** key.

ATTENTION

- Part of the image may be deleted if the direction of the original and copy paper do not correspond. (See the image indications on page 8.)

NOTE

- If the copy size is different from the paper size you can use the sheet bypass. This will save you having to change the setting of the paper trays.

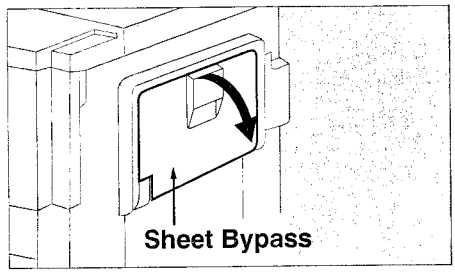
Using the Sheet Bypass

When copying on special paper, etc.

■ **To copy on letterhead, mailing labels, transparencies and odd-size paper, etc., or to use the bypass as an additional paper source.**

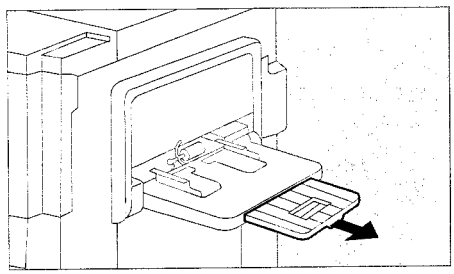
1 Position original.

2



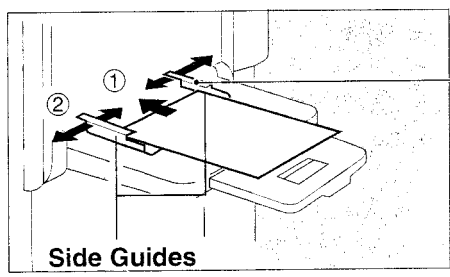
Open the Sheet Bypass.

3

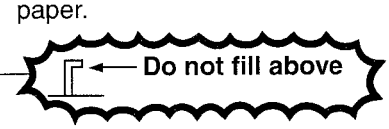


Pull out the Sheet Bypass tray until it stops.

4



① Place approximately 50 sheets of paper.



Insert the paper until it stops.
② Adjust the side guides.
Incorrect adjustment may cause paper to wrinkle, misfeed or skew.

5 Press **Start**.

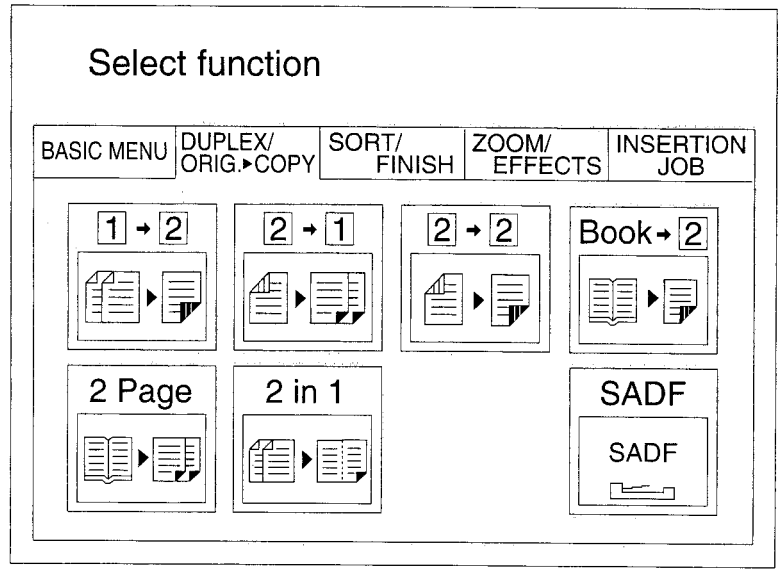
NOTE

- The bypass has priority over the paper trays. The copier automatically selects the Sheet Bypass when paper is placed in the empty bypass tray.
- Some types of mailing labels and transparency film may damage your machine. Please contact your service provider for advice regarding non-standard paper types.

Duplex/Original ▶ Copy

When touching DUPLEX/ORIG. ▶ COPY key

■ Initial Screen



● Touch the desired key to select the function.

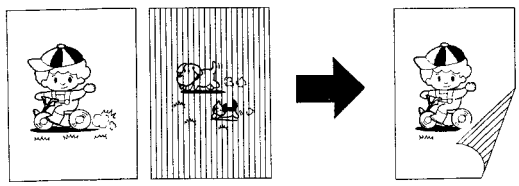
1 ➡ 2	From single sided originals to double sided copies.	⇒ See P.15
2 ➡ 1	From double sided originals to single sided copies.	⇒ See P.15
2 ➡ 2	From double sided originals to double sided copies.	⇒ See P.16
Book ➡ 2	From book originals to double sided copies	⇒ See P.17
2 Page	Copying two facing pages of an A3 size original on two separate A4 size sheets.	⇒ See P.16
2 in 1	From two (or four) single sided originals onto side by side single sided copies.	⇒ See P.18
SADF	A special original (like thin paper etc.,) can be fed from the ADF/i-ADF original tray.	⇒ See P.44

ATTENTION

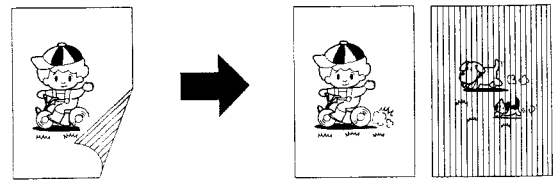
- To copy double sided originals you can use the i-ADF (FA-A888) or place double sided originals directly onto the original glass.
- To reset Duplex/Original ▶ Copy mode, press Reset key.
- Press the reset key to feed out last copy existing in the ADU (Automatic Duplex Unit).

1 ➡ 2/2 ➡ 1

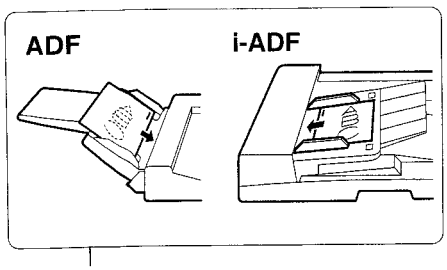
■ **1 ➡ 2 Copy**
From single sided originals to double sided copies.
From Copier Platen & i-ADF/ADF

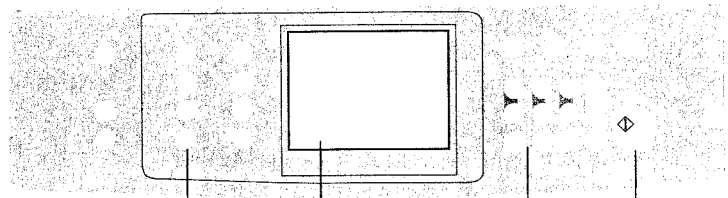


■ **2 ➡ 1 Copy**
From double sided originals to single sided copies.
Using i-ADF



■ Procedure





2 Place originals

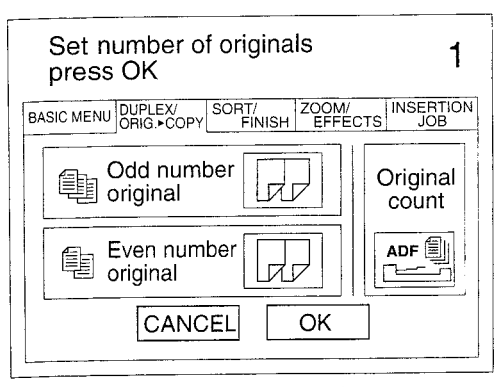
3 Count originals (1 ➡ 2 only)

(4) Select original size (ADF)

1 Touch 1 ➡ 2 or 2 ➡ 1 mode

5 Number of copies (Up to 50)

6 Press **Start**



① For odd or even originals, touch the Odd or Even key.

② If number of originals is unknown, touch Original Count key.

③ Touch **OK** key.

④ Return Originals to the i-ADF.

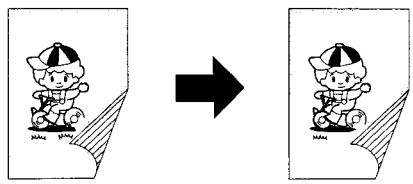
NOTE

- To reset a mode selected using the menu, touch the Cancel key on the screen.
- Press the reset key to feed out last copy existing in the ADU (Automatic Duplex Unit).

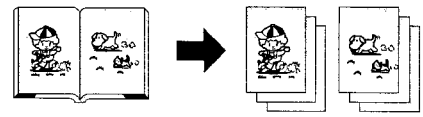
Duplex/Original ▶ Copy

2 ➡ 2/2 Page Copy

■ **2 ➡ 2 Copy**
From double sided originals to double sided copies.
Using i-ADF



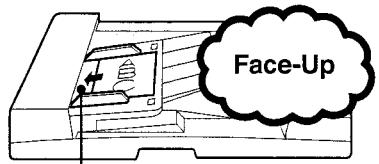
■ **2-Page Copy**
Copying two facing pages of an A3 size original on two separate A4 size sheets.

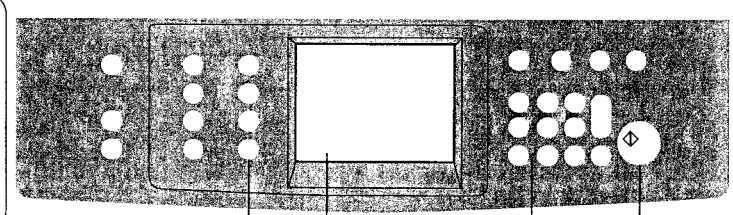


A3 size originals only.

■ Procedure

Using i-ADF (2 ➡ 2 Copy)





2 Place originals

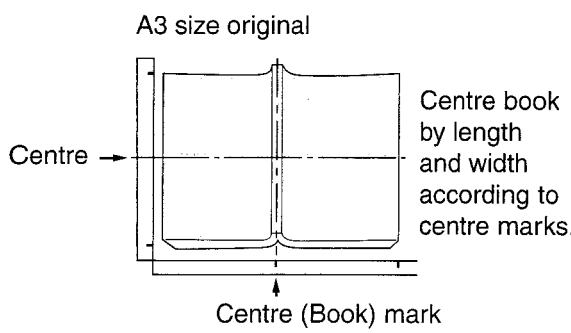
(3) Select copy size*

1 Touch 2 ➡ 2 or 2 Page mode

4 Number of copies (Up to 50 in 2 ➡ 2)

5 Press **Start**

Book on the platen (2-Page Copy)



NOTE

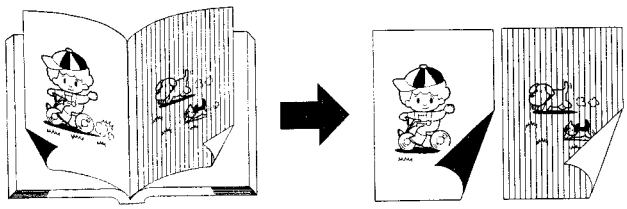
* For reduction or enlargement copy only.

- To reset a mode selected using the menu, touch the Cancel key on the screen.
- Press the reset key to feed out last copy existing in the ADU (Automatic Duplex Unit).

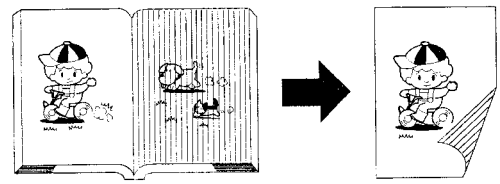
Book → 2

■ **Book → 2 Copy**

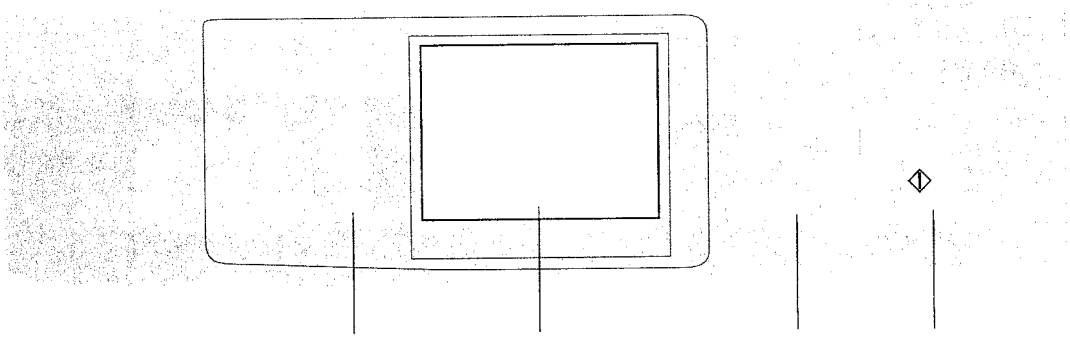
From book originals to double sided copies
A3 size originals only.



(Book Format)



(Facing Pages)



1 Position original on the Platen

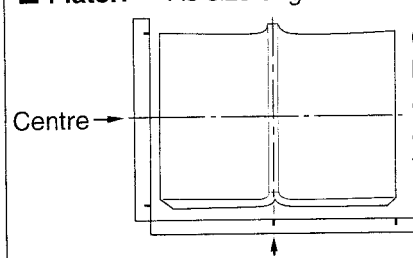
2 Select the copy size

3 Select Book → 2 mode and Copy format

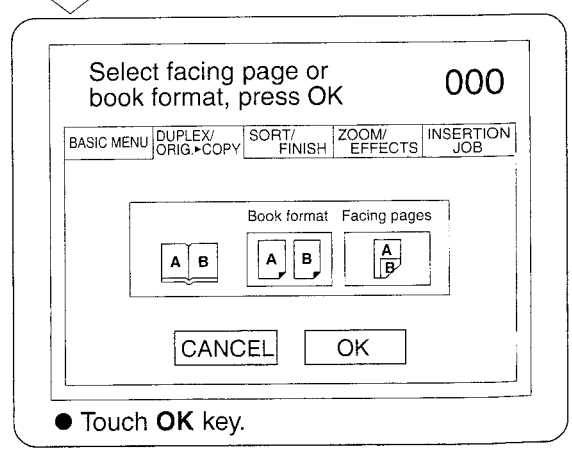
4 Number of copies (Up to 50)

5 Press **Start**

■ **Platen** A3 size original



● Copy last page first in Facing pages and Book Format mode.



● Touch **OK** key.

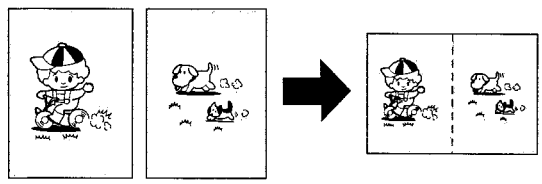
NOTE

- To reset a mode selected using the menu, touch the Cancel key on the screen.
- Press the reset key to feed out last copy existing in the ADU (Automatic Duplex Unit).

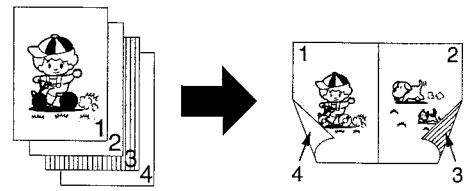
Duplex/Original ▶ Copy

2 in 1 (4 in 1)

■ **2 in 1 Copy**
From two (or four) single sided originals onto side by side single sided copies.

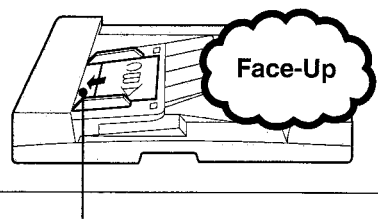


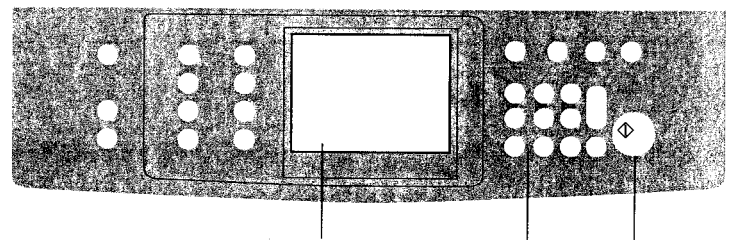
■ **4 in 1 Copy**
From four 1-sided originals, side by side, to 2-sided copies.



■ Procedure

Using i-ADF





2	3	1	4	5
Place originals (Top side down)	Count originals	Touch 2 in 1 mode	Number of copies	Press **Start**

For 4 in 1 Copy

■ **4 in 1 Copy**
You can make 4 in 1 Copies by combining 2 in 1 and 1 ➜ 2 Copy modes.

① Original counting must be done. (See P.15)
② Touch DUPLEX/ORIG. ▶ COPY key.
③ Select 1 ➜ 2 mode.
④ Return originals to i-ADF.
⑤ Perform steps 4 and 5.

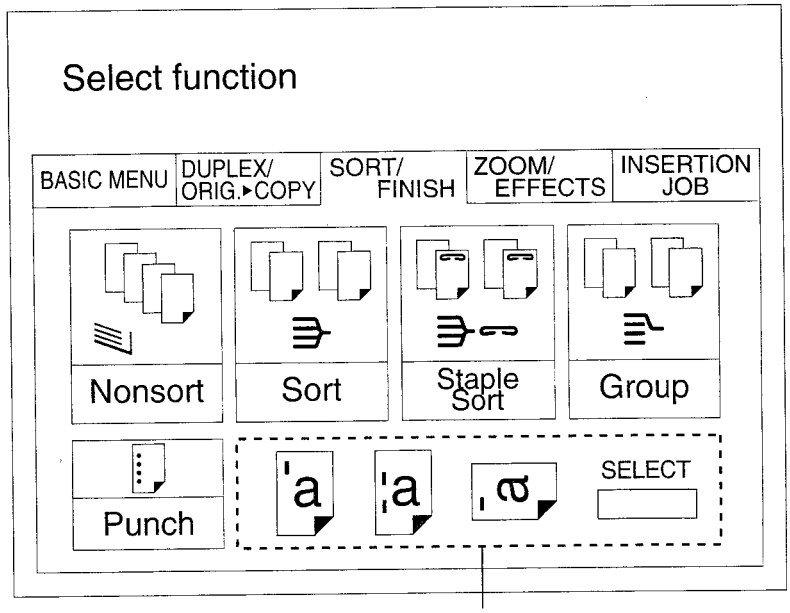
NOTE

- 2 in 1 (4 in 1) Copy can only make from A4 size originals.
- Press the reset key to feed out last copy existing in the ADU (Automatic Duplex Unit).

Sort/Finish

When touching SORT/FINISH key

■ Initial Screen



When touching the Staple Sort.

● Touch the desired key to select the function.
To reset Sort/Finish mode, press Reset key.

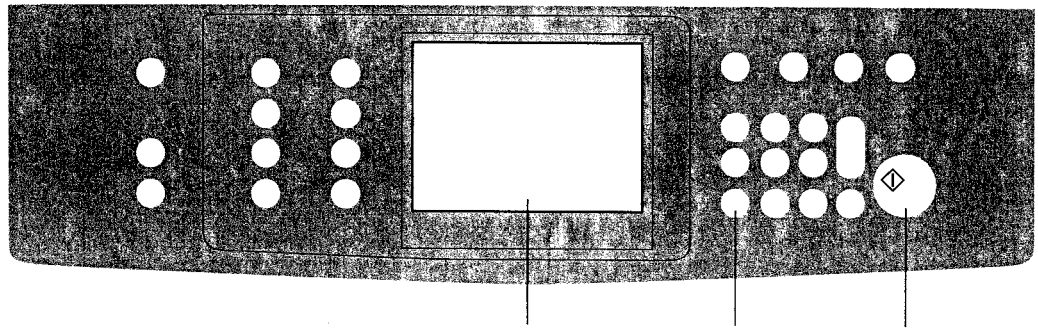
Nonsort	All copies are placed in the top bin (Nonsort tray/FA-S680/685/690).	
Sort	1 copy of each original is placed into a separate bin.	⇒ See P.20/45
Staple Sort	Sorted copies are stapled automatically. (FA-S660/S680/685/690 and i-ADF/ ADF) FA-S685/690 can select three staple positions.	⇒ See P.20/45
Group	Multiple copies of each original are placed into separate bins.	⇒ See P.20/45
Hole Punch	All copies can make with 4-hole (or 2-hole*) punch (FA-S690 only).	⇒ See P.20/45

NOTE

	A3	B4·FLS	A4	A4R	A5
4-hole	Yes	Yes	Yes	No	No
* 2-hole (Option)	Yes	Yes	Yes	Yes	No

Sort/Finish

■ Procedure

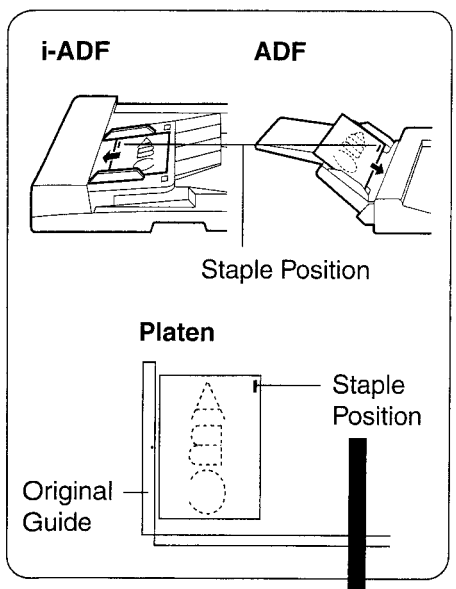


1 Place originals
(Up to 50 sheets)

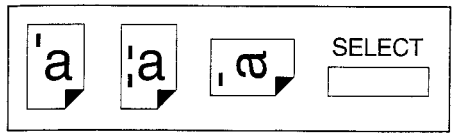
2 Select mode

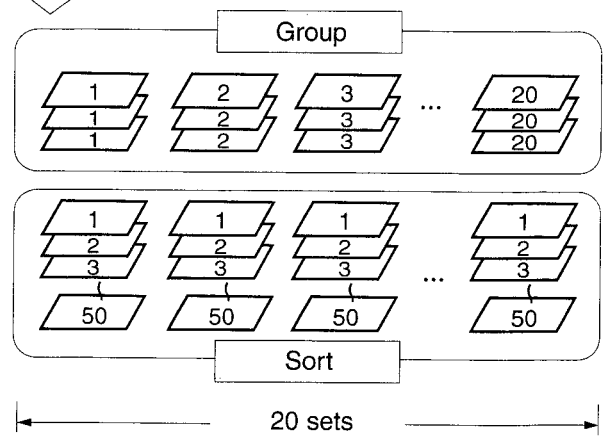
3 Number of copies

4 Press **Start**



FA-S685/S690:
Three positions can be selected.





Staple Sort

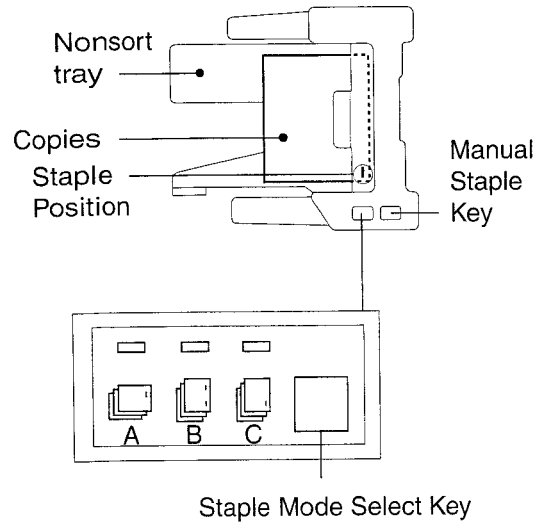
Staples sorted sets of up to 50 copies (FA-S660/S680/S685/S690 and i-ADF).

Hole Punch

All copies are made with 4-hole (or 2-hole*) punch (FA-S690 and i-ADF).

* 2-hole punch unit is available as an option. (See page 19)

■ Manual staple (FA-S660/S680/S685/S690)



Place copies to be stapled into Nonsort tray (First bin/FA-S660) of the sorter and press Manual Staple key.

Size: A4 to A3.
Number of copies:
Up to 50 sheets, 80 g/m²

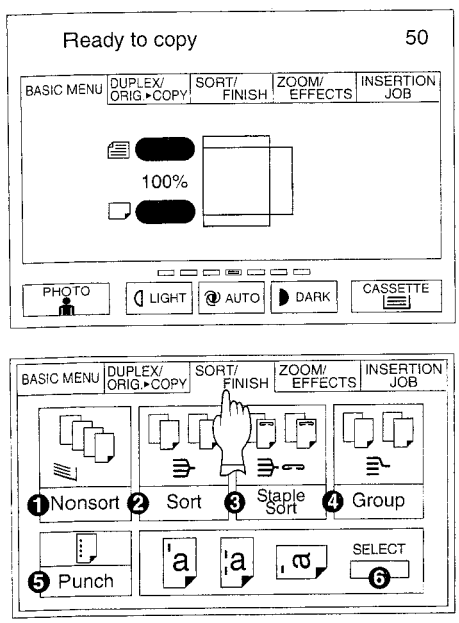
For FA-S685/S690:
Three manual staple modes can select after making copies with sort mode.

(1) Select the desired staple mode (A, B or C) with Staple Mode Select key.
(2) Press the Manual Staple key.

■ Count Down Sorting Function

Enables sorting of up to 999 sets of up to 50 originals (including stapling).

(When copying 50 sets in Sort Mode.)



(1)Input desired number of copies, and any auxiliary functions.
(2) Select Sort/Finish, sort ② or staple sort ③, ⑥ staple position select.
(3) Position originals in the document feeder.
(4) Press **Start**
The system will process 20 sets and staple them if selected.
The original number of copies desired will be reduced by 20 (for each cycle) and will be held in memory.
(5) Remove the copied sets from the sorter.
(6) Return the originals to the document feeder.
(7) Repeat steps (4) to (6) until all desired sets are completed.

NOTE

- When you do not use the document feeder, the copies will not be stapled automatically, press the Manual Staple key after copying is complete.

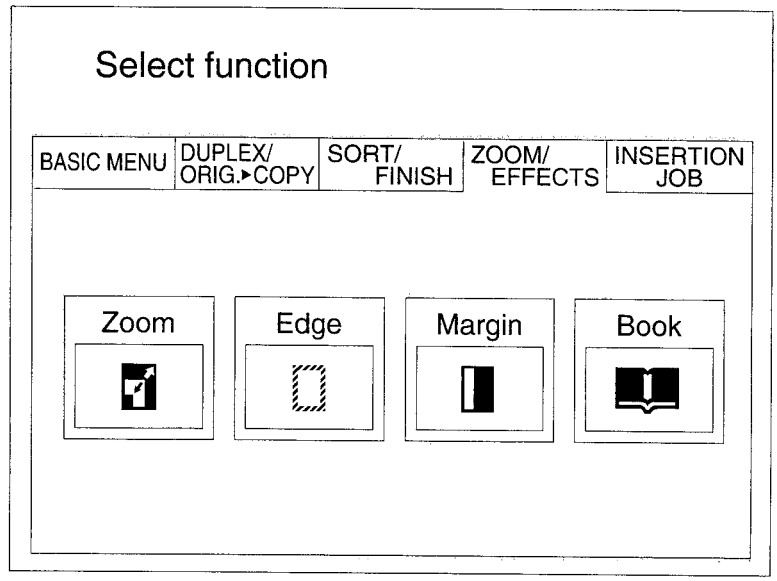
oF

When the overflow oF indicator appears on the display, remove excess copies from the bins, then press SORT/FINISH mode key to reset.
For FA-S660/S680/S685/S690: Remove excess copies from the bin(s).

Zoom/Effects

When touching ZOOM/EFFECTS key

Initial Screen



● Touch the desired key to select the function.

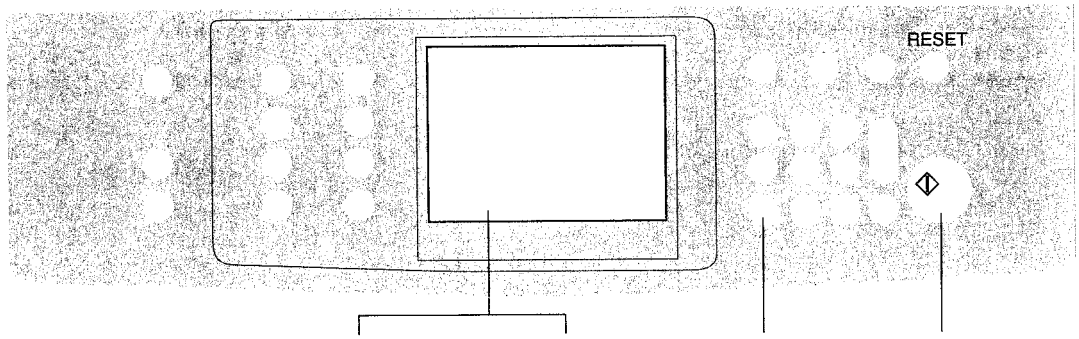
Zoom	Copies with variable zoom ratios from 50% to 200% in 1% increments.	⇒ See P.23
Edge	Creates a blank edge.	⇒ See P.24
Margin	Shifts image to right.	⇒ See P.24
Book	Eliminates dark inner binding shadows.	⇒ See P.24

NOTE

● To reset Zoom/Effects mode, press Reset key.

Zoom Copying

■ Procedure



1 Position original

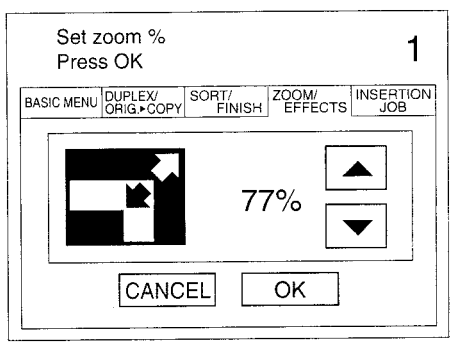
2 Select zoom ratio

3 Select desired paper size

4 Number of copies

5 Press **Start**

2



Zoom Ratio: 50% – 200%

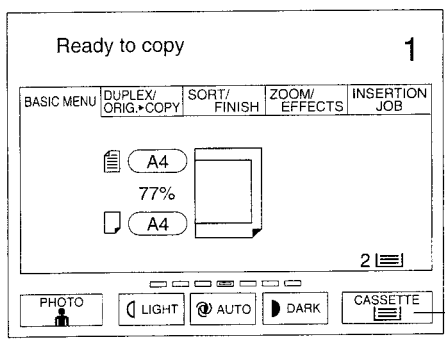
① Touch **Zoom/Effects** key.
② Touch Zoom key.
③ Press and hold the Down or Up key. (Increase in 1% increments.)

▲ (UP) For enlargement

▼ (DOWN) For reduction

④ Touch **OK** key.

3



① Touch **Cassette** key.
② Select the paper tray (paper size), then touch **OK** key.

Paper Tray (CASSETTE) Key

ATTENTION

- If a different paper size is desired, press the Paper Tray (CASSETTE) key. When Copy Size key is pressed, the ratio will return to preset position.

NOTE

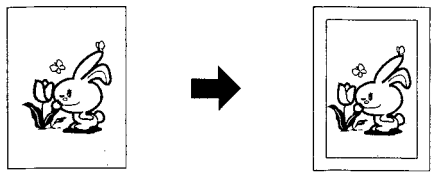
- To reset zoom copying, press Reset key.
- To reset a mode selected using the menu, touch the Cancel key on the screen.

Zoom/Effects

Edge/Margin/Book

Edge Mode

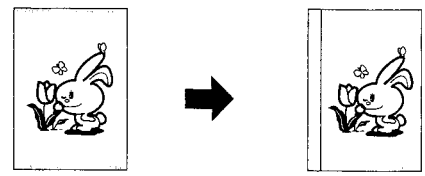
Creates a blank edge.



The edge width is initially set at 5 mm.
Range can be set from 5.0 mm to 95 mm in 5.0 mm increments.

Margin Shift Mode

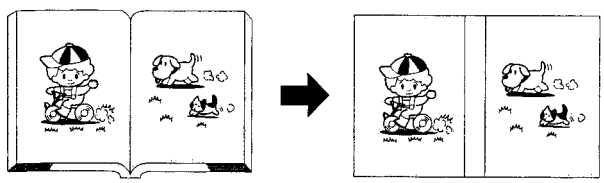
Shifts image to right.



The margin is initially set at 10 mm.
Range can be set from 2.5 mm to 97.5 mm in 2.5 mm increments. (See NOTE)

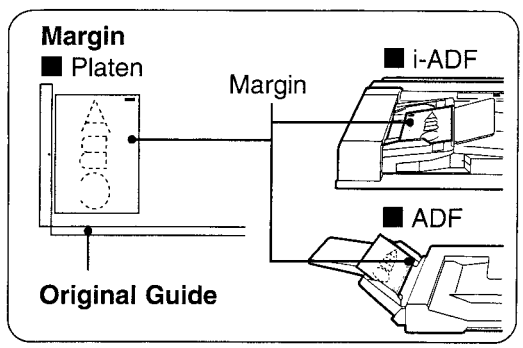
Book Mode

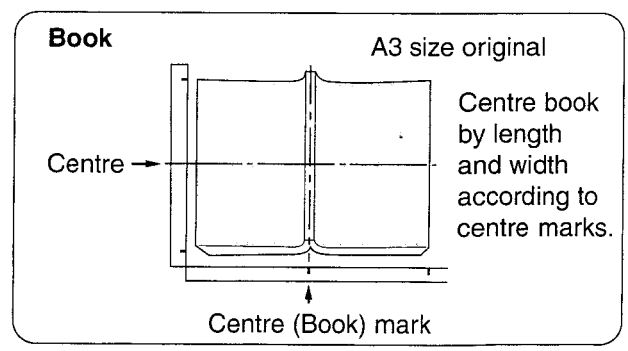
Eliminates dark inner binding shadows.



Book mode is initially set at 20 mm.
Range can be set from 2.5 mm to 97.5 mm in 2.5 mm increments.

■ Position of the original

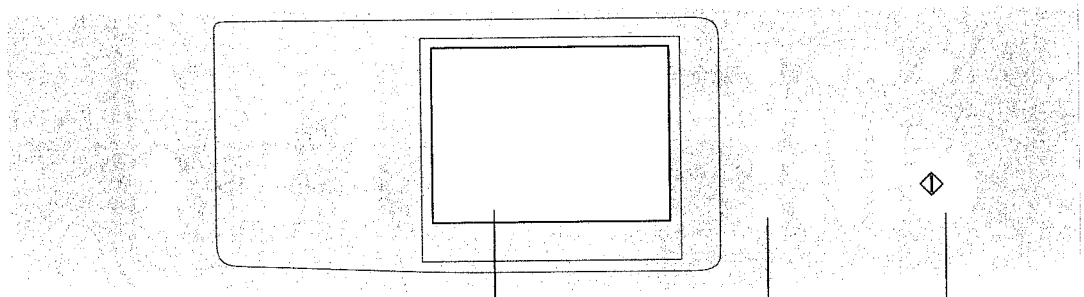




NOTE

- If Margin shift mode cuts off right side of image, use Margin reduction mode (95%, 93% or 91%) to create a margin. (See P.36)
- The Book mode is useful for eliminating dark shadows associated with book or magazine copying.
- In reduction or enlargement copying margin size changes in proportion to copy size.

■ Procedure



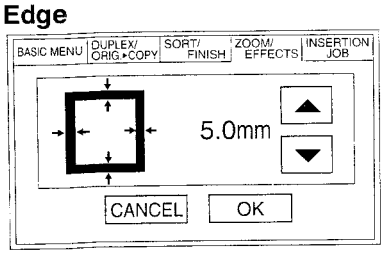
1 Position original

2 Select mode

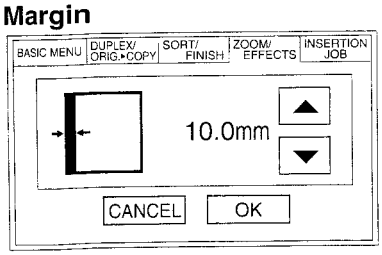
3 Number of copies

4 Press **Start**

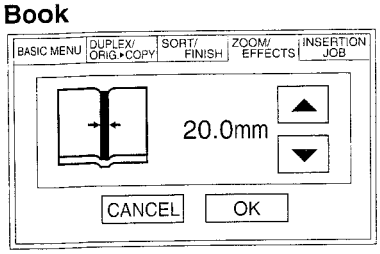
Edge



Margin



Book



① Touch **Edge**, **Margin** or **Book** key.

② Adjust the width of void area with ▲ ▼ keys.

Initial setting*

Edge mode:	5.0 mm
Margin mode:	10.0 mm
Book mode:	20.0 mm

③ Touch **OK** key.

NOTE

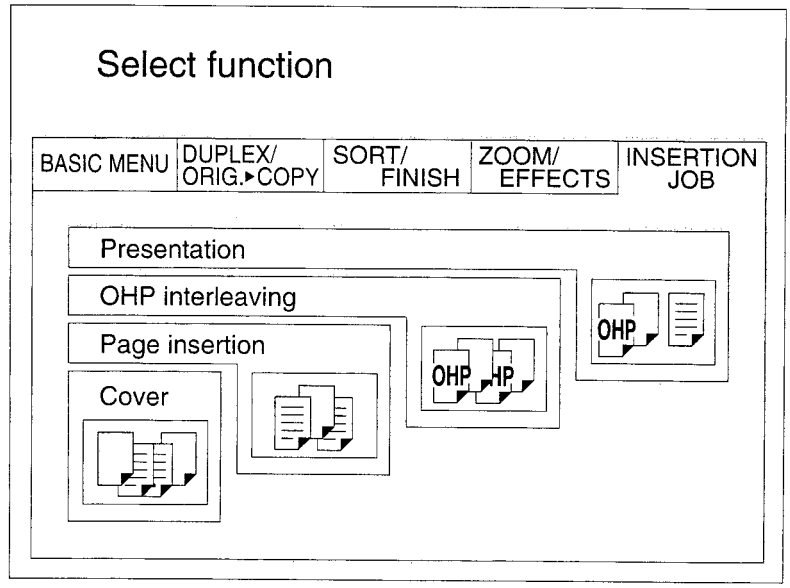
- To reset a mode selected using the menu, touch the Cancel key on the screen.

* To change initial setting of default, see page 36.

Insertion Job

When touching INSERTION JOB key

■ Initial Screen



● Touch the desired key to select the function.

Cover	Adds cover page(s) to the copies.	⇒ See P.27
Page insertion	Inserts paper between the copies.	⇒ See P.28
OHP interleaving	Inserts paper between OHP film.	⇒ See P.29
Presentation	Inserts paper between OHP film and makes copied sets for hand-outs.	⇒ See P.29

NOTE

● A document feeder and sorter are both required to use Insertion Job.

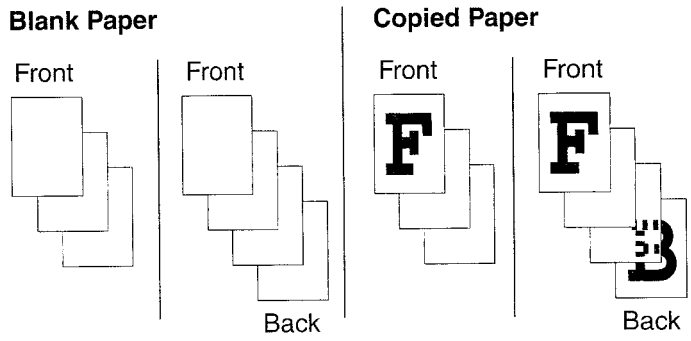
● To reset Insertion job, press reset key.

Cover

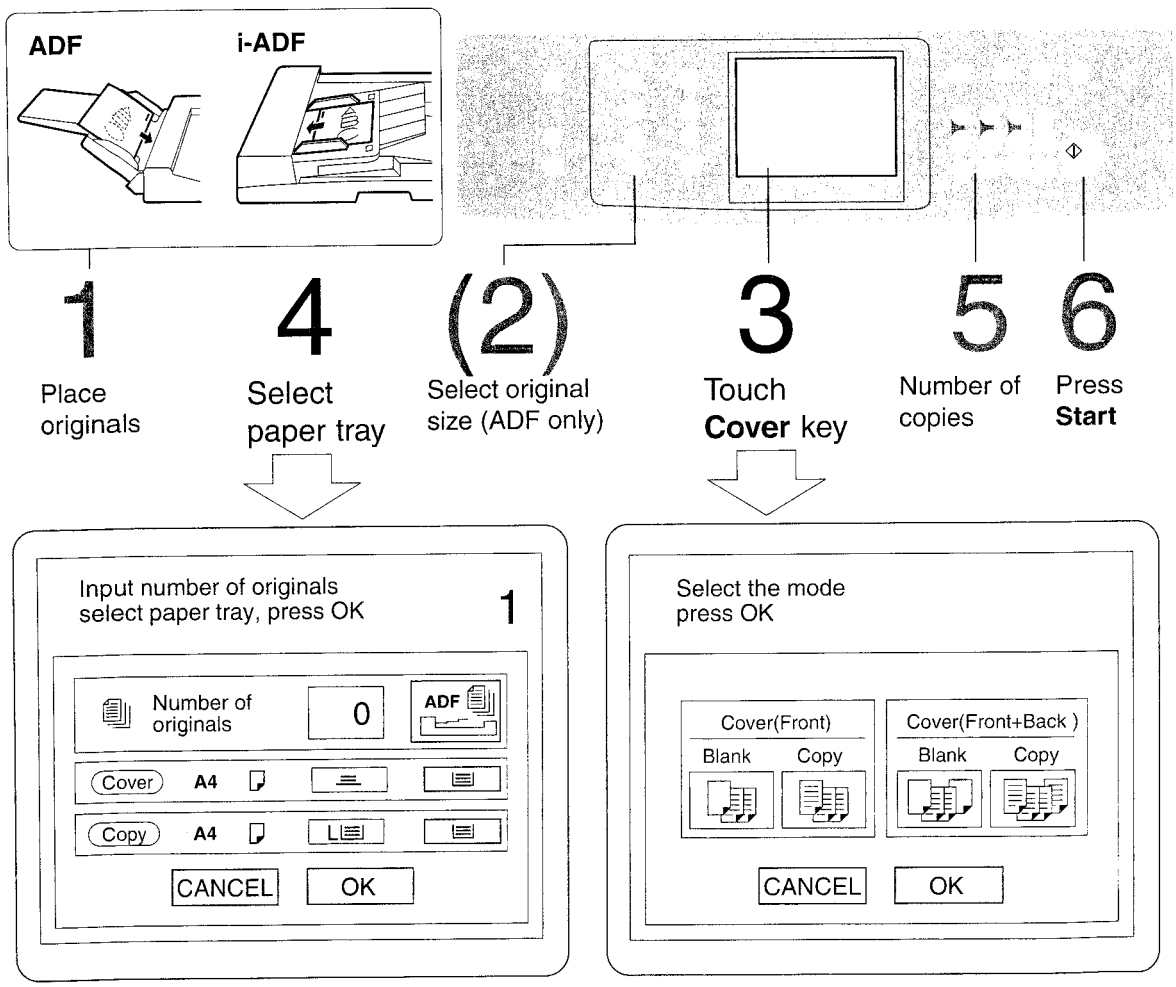
■ Features

Cover

Attaching cover page(s) with blank/copied paper.



■ Operation



NOTE

- If number of originals is unknown, touch Original Count key. ADF (See P.15)
- To reset a mode selected using the menu, touch the Cancel key on the screen.

Insertion Job

Page insertion

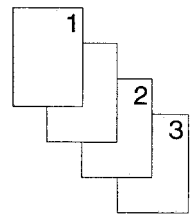
■ Feature

Page insertion

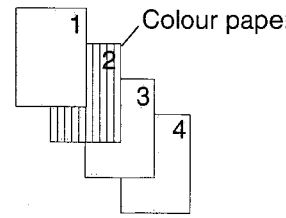
Inserting paper between the copies.

(Blank paper, coloured paper or copied paper.)

Blank Paper

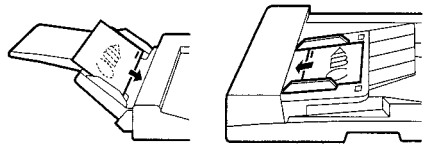


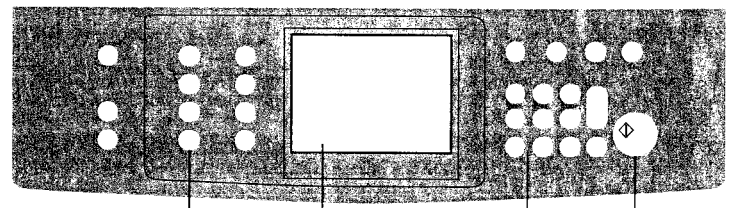
Copied Paper



■ Operation

ADF **i-ADF**





1 Place originals

4 Select original size (ADF)

(2) Touch **Page insertion** key

3 Number of copies

5 Press **Start**

● Input number of Originals* and Select Paper tray then press OK. (See P.27)

Input the position of insert press OK

Sheet placement

3	6	11	15	29
31	38	47		

◀ CANCEL OK ▶

Select the mode, **Blank** or **Copy**, then press OK.
Colour paper is suitable for copy mode.

① Input the interleaving position with Quantity keys.
② If you input more than 2 places, move the input position with key. (◀/▶)
③ Repeat ① and ②.
④ Touch **OK** key.

NOTE

- If the old interleaving position(s) is/are left, cancel the old data with key. (◀/▶ and Clear/Stop key)
- To reset a mode selected using the menu, touch Cancel key on the touch panel.

* If number of originals is unknown, touch Original Count key. (See P.15)

OHP interleaving/Presentation

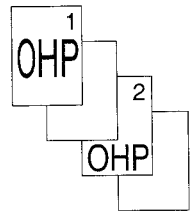
■ Feature

OHP interleaving

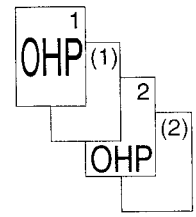
Inserting paper between OHP film

(Non copied (blank) paper or copied paper)

Blank Paper



Copied Paper

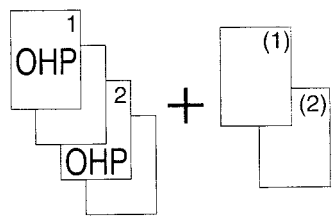


Presentation

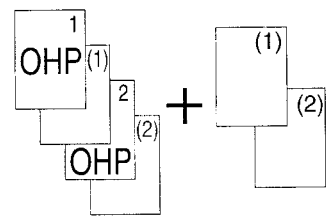
Inserting paper and copies.

(Non copied (blank) paper or copied paper)

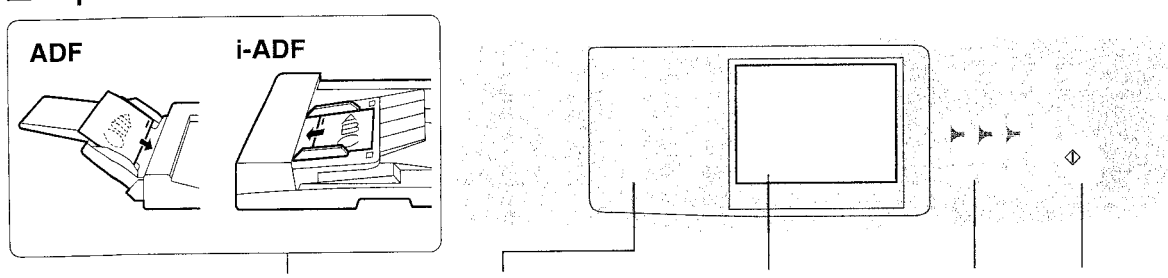
Blank Paper + Copies



Copied Paper + Copies



■ Operation



1 Place OHP (Sheet Bypass)

2 Place originals

(3) Select original size. (ADF)

4 Touch OHP interleaving or Presentation key

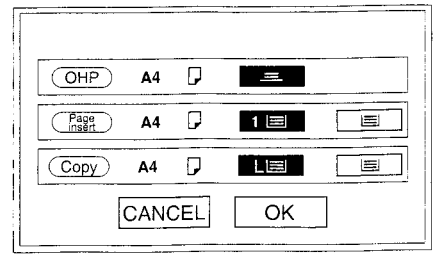
5 Number of copies

6 Press **Start**

① Select the mode, **Blank** or **Copy**, then touch OK.
② Select the paper tray.*

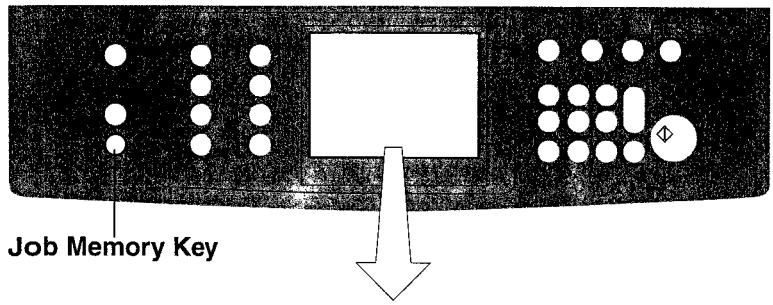
NOTE

* Selection of the paper tray.
(eg. Presentation mode)
Select the paper tray for page insertion and copy, then touch OK key.

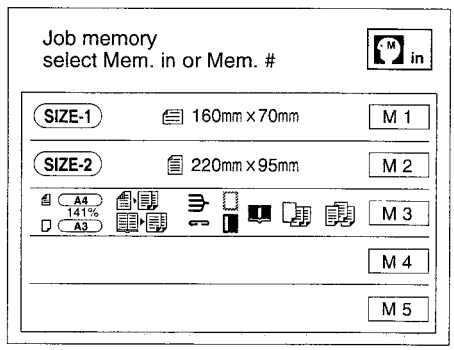


Programming Copy Jobs

■ **Five copy jobs can be programmed in memory (M1 to M5) for recall at a later time.**



Job Memory Key



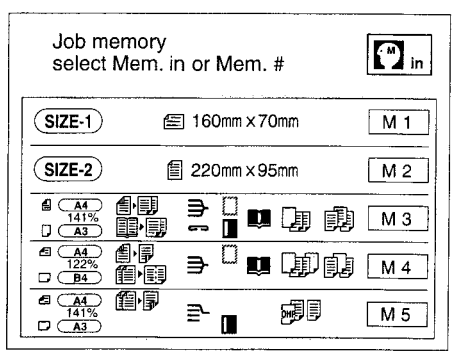
To store a job into a memory

① Set up the copy job to be stored in memory.

② Press Job Memory key

③ Touch **Memory In** key. (MIN)

④ Touch **M1**, **M2**, **M3**, **M4** or **M5** key.



To recall a job from memory mode.

① Press Job Memory key

② Touch **M1**, **M2**, **M3**, **M4** or **M5** key.

③ Press **Start**.

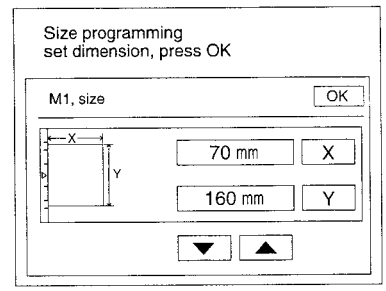
NOTE

- Job memory mode will not be deleted even if the Power Switch is turned off.
- When storing a new job, the previously stored job will automatically be deleted and the current job stored in its place.
- To reset Programming job, press reset key.

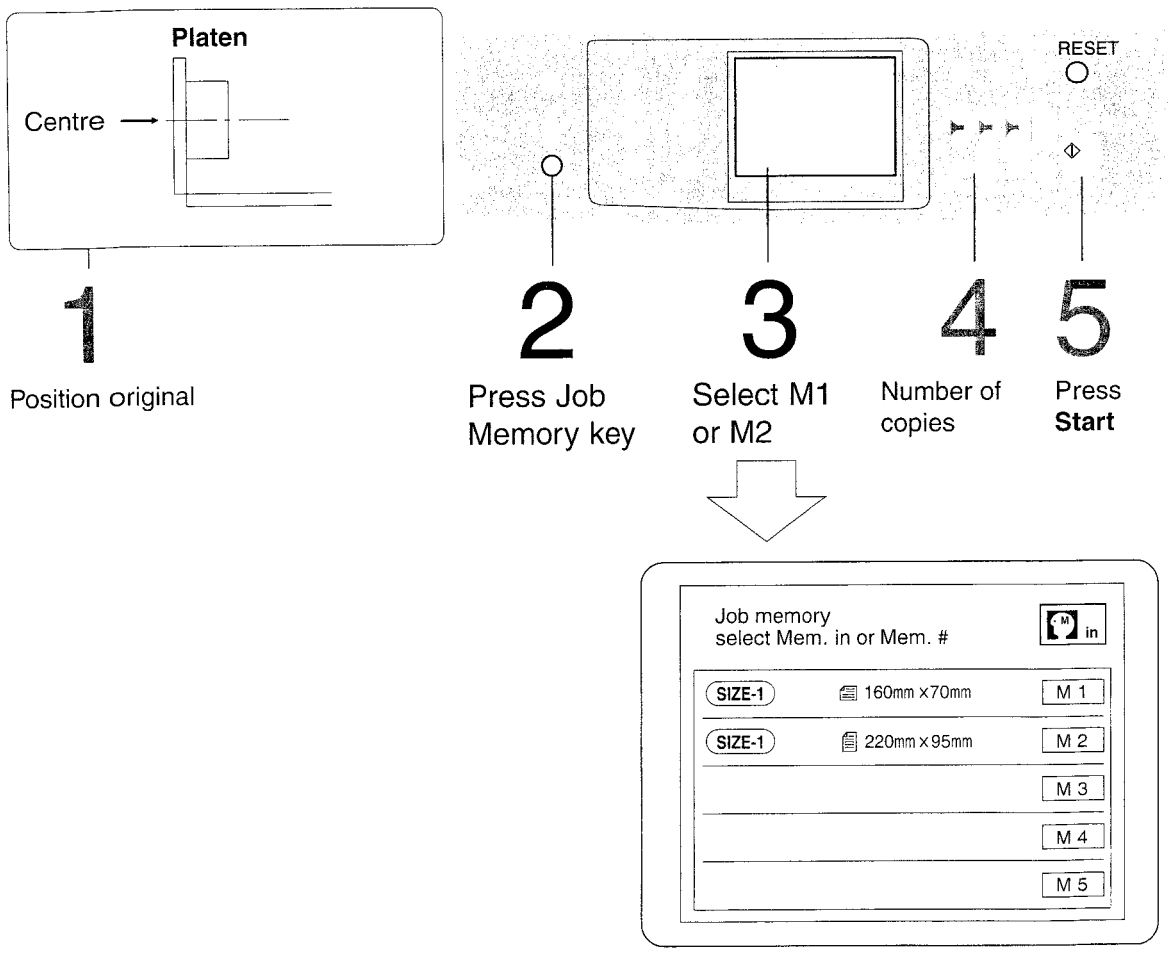
Skyshot Mode

■ By pre-setting the odd original size in the user preset mode, copying from small originals is possible without the possibility of dark edges around the image.

● Setting of Skyshot mode by key operator (See P.37, 39)
① No.1 of 3/4 screen: Select Skyshot mode function.
② No.5 of 4/4 screen: Input key operator's code number.
③ No.3 of 3/3 screen: Input a size (M1). (▼ ▲)
④ No.4 of 3/3 screen: Input another size (M2) if necessary.
⑤ Touch **OK** key.
Above sizes must be memorized in M1 and M2.



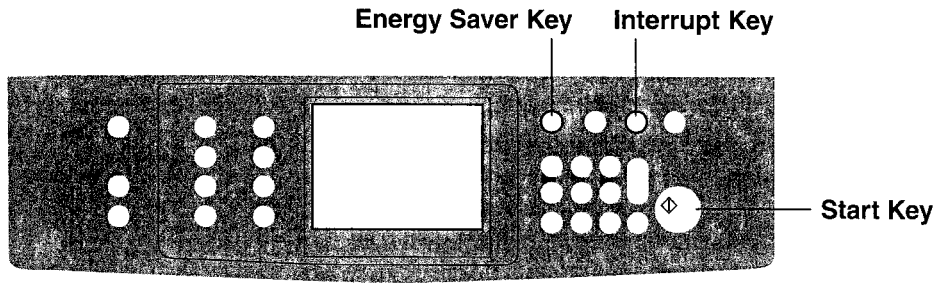
■ Operation



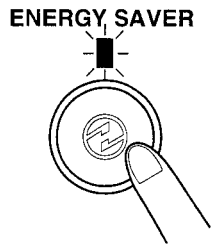
NOTE

- When using the manual skyshot mode (M1 and M2 are turned ON), the other job memory cannot be used.
- In the Skyshot mode, A4 size paper is selected automatically.
- To reset Skyshot mode, press Reset key.

Energy Saver/Interrupt



■ This mode can save power while the copier is not in use. (See NOTE)



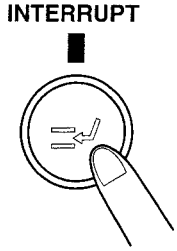
Energy Saver Mode

① To enter this mode
Press Energy Saver key, the indicator will flash.
② To cancel this mode and make copies
Press Energy Saver key again.

Auto Off Mode

① Automatically enters after 30 minutes from the last copy. Copier power will drop and the indicator will light.
② To make copies, press Energy Saver key.

● Energy saver time (15 minutes) and Auto off time (30 minutes) can be changed by key operator. (See P.38, 41)



Interrupt Mode

● This mode can interrupt other copy jobs while making copies.

① Press **Interrupt** key, then indicator will light.
② Make other copy job.
③ Touch **Interrupt** key again to continue original job.

NOTE

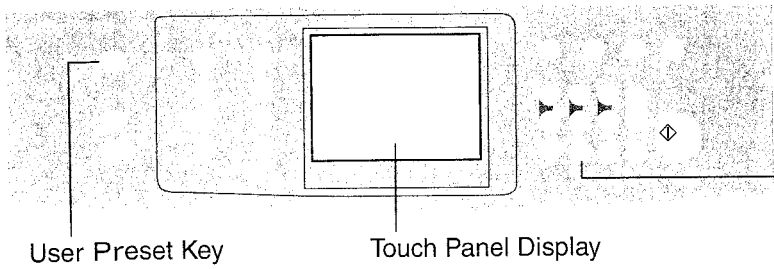
Modes	Power Consumption	Warm Up Time
Normal Operation	Approx. 205 Wh (FP-7845) 210 Wh (FP-7850)	None
Energy Saver Mode	Approx. 160 Wh (FP-7845) 180 Wh (FP-7850)	Approx. 30 sec. (FP-7845) 45 sec. (FP-7850)
Auto Off Mode	Approx. 5 Wh	Approx. 180 sec. (FP-7845) 270 sec. (FP-7850)

Changing paper size

Paper Tray (Copier)

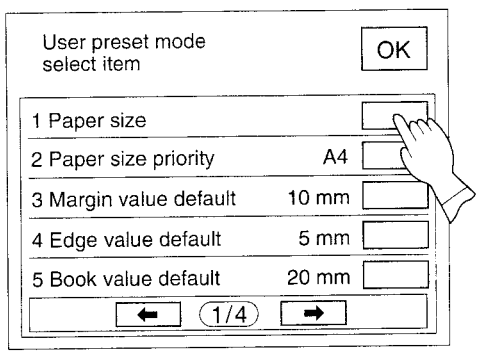
■ **The paper trays are designed to accommodate A5, A4, B4·FLS and A3 size paper. To change the paper size, contact your service provider for further advice.**

Perform following steps as shown below after any locking screws have been removed.



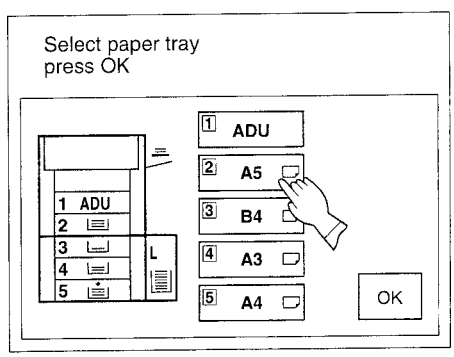
1 Press User Preset Key.

2 Touch Paper size (1) Key.



3 Touch a paper drawer required.

Paper size is changed* by touching the key until the required size appears.



NOTE

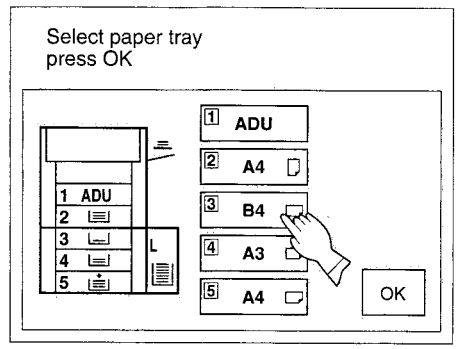
- Automatic Duplex Unit (ADU) is installed in the first (1) drawer.

* Paper size is changing as follows.

A3 → B4 → A4 → A5 → A4

Changing paper size

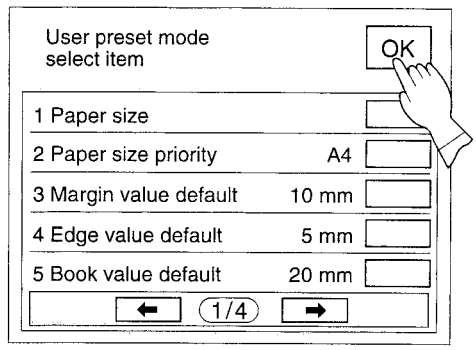
4



Repeat, if necessary, to set another paper drawer.

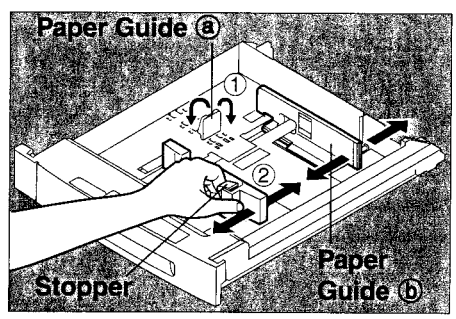
After setting all paper drawers, touch OK key to return to the initial User Preset screen.

5



Touch OK key to return to the Basic Menu screen.

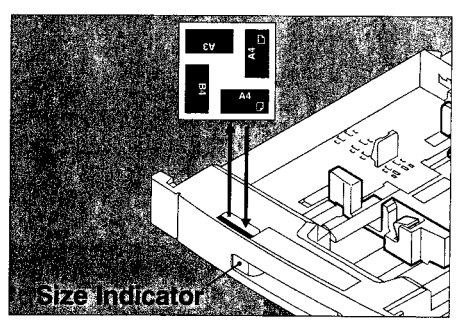
6



① Adjust paper guide ⓐ to the paper length.
② Adjust paper guide ⓑ to the paper width.

Squeeze the stopper to move the paper guide ⓑ to the desired paper size.

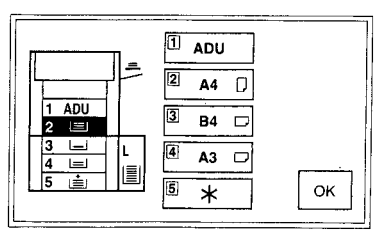
7



Change the paper size indicator.

Take out and re-insert the indicator so the correct paper size is shown.
(A5 size is on the rear)

NOTE



* If the paper tray is not installed or is not inserted completely, the paper size indication will not appear. (eg. 5th tray.)

Combining Function Table

First Selections \ Later Selections		DUPLEX/ ORIG. ▶ COPY						Sort/ Finish					INSERTION JOB				ZOOM/ EFFECTS				
		1 ⬆ 2	2 ⬆ 1	2 ⬆ 2	Book ⬆ 2	2 Page	2 in 1	Nonsort	Sort	Staple sort	Group	Hole Punch	Cover	Page insertion	OHP interleaving	Presentation	Zoom	Edge	Margin	Book	Interrupt
DUPLEX/ ORIG. ▲ COPY	1 ➡ 2		–	–	–	–	○	○	○	○	○	○	○	○	–	–	○	○	○	○	–
	2 ➡ 1	–		–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○	○	–
	2 ➡ 2	–	–		–	–	–	○	○	○	○	○	○	○	–	–	○	○	○	○	–
	Book ➡ 2	–	–	–		–	–	○	○	○	○	○	–	–	–	–	○	○	○	○	–
	2 Page	–	–	–	–		–	○	○	○	○	○	–	–	○	○	○	○	○	○	–
	2 in 1	○	–	–	–	–		○	○	○	○	○	○	○	–	–	○	○	○	○	–
Sort/ Finish	Nonsort	○	○	○	○	○	○		–	–	–	○	–	–	○	–	○	○	○	○	○
	Sort	○	○	○	○	○	○	–		–	–	○	○	○	–	○	○	○	○	○	–
	Staple sort	○	○	○	○	○	○	–	–		–	○	○	○	–	○	○	○	○	○	–
	Group	○	○	○	○	○	○	–	–	–		○	–	–	–	–	○	○	○	○	–
	Hole Punch	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	–
INSERTION JOB	Cover	○	○	○	–	–	○	–	○	○	–	○		○	–	–	○	○	○	○	–
	Page insertion	○	○	○	–	–	○	–	○	○	–	○	○		–	–	○	○	○	○	–
	OHP interleaving	–	○	–	–	○	–	○	–	–	–	○	–	–		–	○	○	○	○	–
	Presentation	–	○	–	–	○	–	–	○	○	–	○	–	–	–		○	○	○	○	–
ZOOM/ EFFECTS	Zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	–
	Edge	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	–
	Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	–
	Book	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		–
Interrupt		–	–	–	–	○	–	○	–	–	–	–	–	–	–	–	○	○	○	○	*

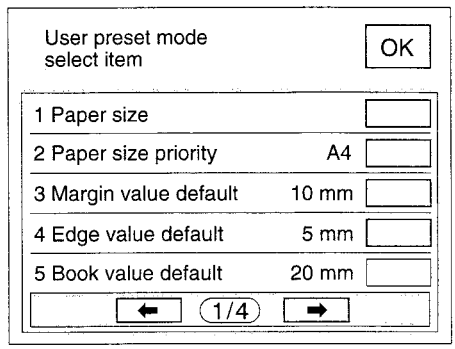
○: Combination use is possible. However it may not accepted when further multiple combinations are selected.
–: Combination use is not accepted, or not recommended.

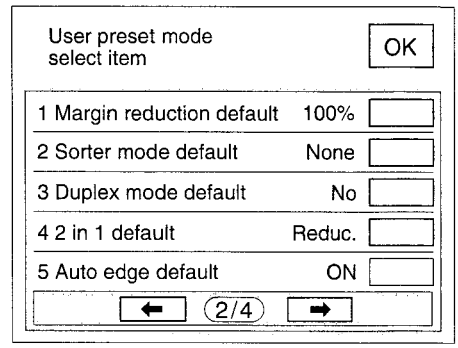
NOTE

* When pressing Interrupt key twice, interrupt mode is cancelled.

User Preset

■ **User Preset modes allow you to change the initial copy mode, if necessary.**
(See P.40, 41)


User preset mode select item
OK
1 Paper size
2 Paper size priority A4
3 Margin value default 10 mm
4 Edge value default 5 mm
5 Book value default 20 mm
1/4

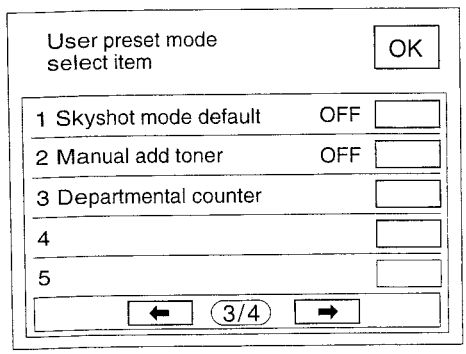

User preset mode select item
OK
1 Margin reduction default 100%
2 Sorter mode default None
3 Duplex mode default No
4 2 in 1 default Reduc.
5 Auto edge default ON
2/4

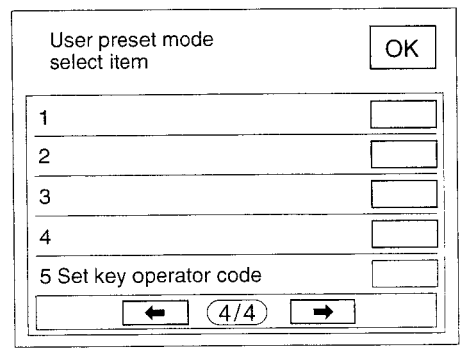
Screen No.	Modes	Function	Initial setting
1/4	1. Paper size	Sets the paper size of each paper drawer. (A3, B4·FLS, A4, A4 R or A5 size).	See P.33
	2. Paper size priority	Specifies the paper size of most frequent usage.	A4
	3. Margin value default	Selects the margin shift value. (5 mm, 10 mm, 15 mm or 20 mm).	10 mm
	4. Edge value default	Selects the edge width. (5 mm, 10 mm, 15 mm or 20 mm).	5 mm
	5. Book value default	Selects the book void width. (15 mm, 20 mm, 25 mm or 30 mm).	20 mm
2/4	1. Margin reduction default	Selects the reduction ratio in margin mode. (100%, 95%, 93% or 91%).	100%
	2. Sorter mode default	Determines the most frequent usage mode. (None, sort, staple sort or group).	None (Nonsort)
	3. Duplex mode default	Determines the most frequent usage mode. (No, 1 ➡ 2, 2 ➡ 2 or book ➡ 2).	No
	4. 2 in 1 copy ratio	Selects whether to copy full size or reduction in the 2 in 1 mode.	Reduction
	5. Auto edge mode default	Selects whether or not to disable Auto Edge Deletion*.	ON

NOTE

* **Auto Edge Deletion**
To copy from the platen with the original cover or i-ADF open. Normally, this makes a copy with a solid (black) area around the original if the original is smaller than the copy paper. This mode eliminates the solid area automatically.

- Item numbers (1, 2, 3, 4, 5) and (Reserved) are not indicated on the display.

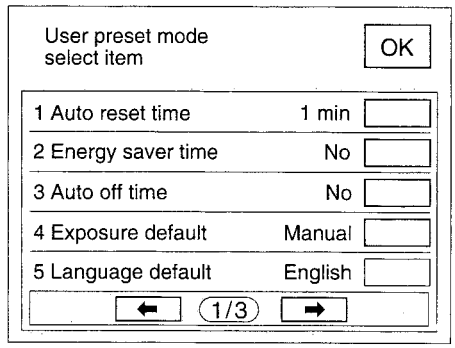


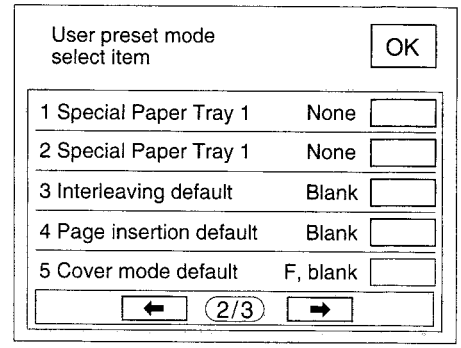


Screen No.	Modes	Function	Initial setting
3/4	1. Skyshot mode default	Enables or disables the use of skyshot mode. (OFF, M1 ON, M2 ON, M1&M2 ON)	OFF
	2. Manual add toner	Allows the addition of toner as determined by the operator. Select ON, and touch OK on the screen.	OFF
	3. Departmental counter	Monitors copy usage of each department (1) Total copy usage of all department. (2) Total copy usage of a specified department. (Up to 100 departments) (3) Total copy limit of a specified department. (NOTE) Above items (2) and (3) require a department code number to be entered.	Contact your service provider.
	4. Reserved		
	5. Reserved		
4/4	1. Reserved		
	2. Reserved		
	3. Reserved		
	4. Reserved		
	5. Set key operator code	Inputs key operator code number.	

User Preset

■ User Preset modes for Key operator.

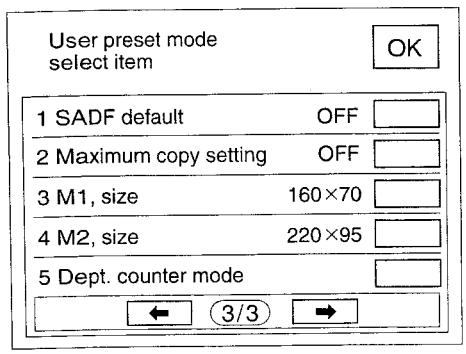



User preset mode select item
OK
1 Special Paper Tray 1 None
2 Special Paper Tray 1 None
3 Interleaving default Blank
4 Page insertion default Blank
5 Cover mode default F, blank
2/3

Screen No.	Modes	Function	Initial setting
1/3	1. Auto reset time	Selects the reset time. (None, 45 seconds, 1 minute, 2 minutes).	1 minute
	2. Energy saver time	Selects the energy saver time. (15/30/60 minutes, 1.5/2/3/4 hours).	15 minutes
	3. Auto off time	Selects the Auto off time. (No, 30/60 minutes, 1.5/3/4 hours).	30 minutes
	4. Exposure default	Determines whether to use Auto Exposure (No, Auto, Manual).	Manual
	5. Language default	Selects the message language of the display (English, German, French, Italian, Spanish, Swedish, Finnish, Dutch, Portuguese).	English
2/3	1. Special paper tray 1	Sets the paper drawer for special (color) paper.	None
	2. Special paper tray 2	Sets another paper drawer for special paper.	None
	3. Interleaving default	Selects OHP interleaving paper (blank or copied)	Blank
	4. Page insertion default	Selects Page Insertion (blank or copied)	Blank
	5. Cover mode default	Selects Cover paper (blank or copied) (F, blank/F, copy/FB, blank/FB, copy) F: Front, FB: Front and back	F, Blank

ATTENTION

- The Screens from 1/3 to 3/3 are only available after inputting Key Operator's code number.
- Item numbers (1, 2, 3, 4, 5) and (Reserved) are not indicated on the display.

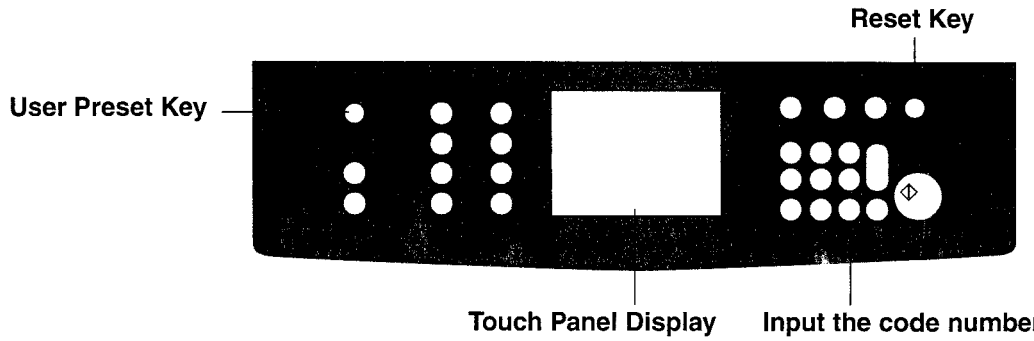


Screen No.	Modes	Function	Initial setting
3/3	1. SADF default	Enables or disables the use of SADF function.	OFF
	2. Maximum copy setting	Determines whether to limit number of copies (1-99) or not	OFF
	3. M1, size	Input a size in memory 1 for frequent usage size.	160 × 70 mm
	4. M2, size	Input another size in memory 2 for frequent usage.	220 × 95 mm
	5. Dept. counter mode	Checks or changes all or specified departments for copy usage, copy limit and ID number.	Contact your service provider.

User Preset

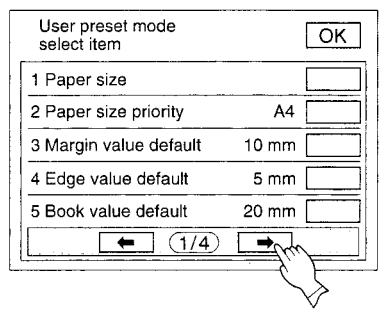
■ User Access (1/4 to 4/4 screen)

Example: when changing the duplex mode default to 2 ➡ 2 copy.

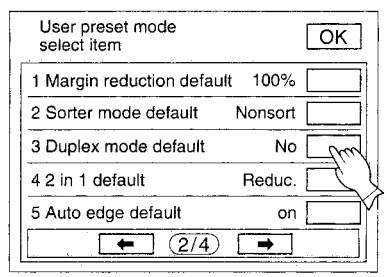


1 Press User Preset key.

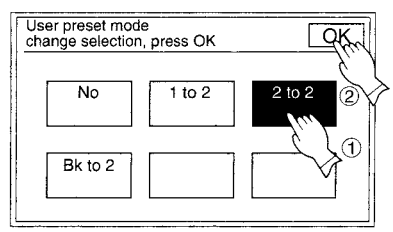
2



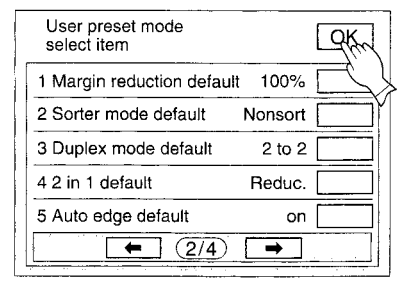
3



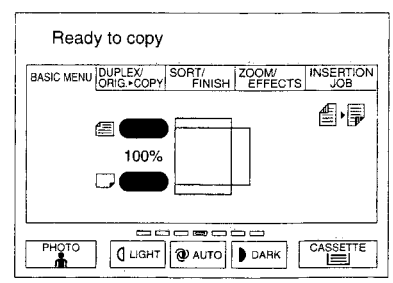
4



5



6



NOTE

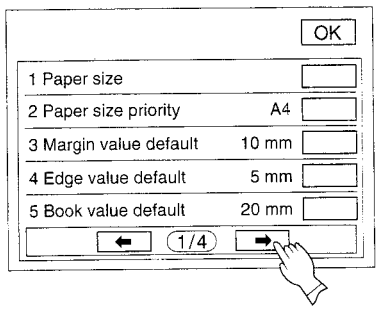
- Use ⬅ key to step back by one screen at a time.
- To reset the user preset mode, press Reset key.

■ Key Operator Access (1/3 to 3/3 screen)

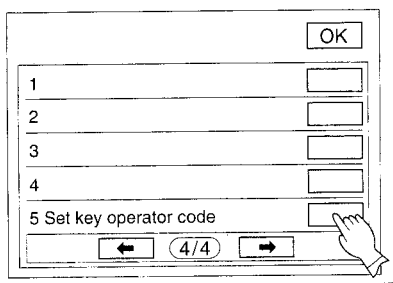
Example: when changing the Energy saver time to 3 hours.

1 Press User Preset key.

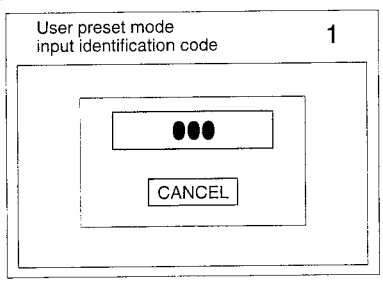
2



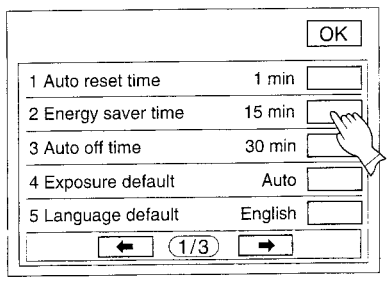
3



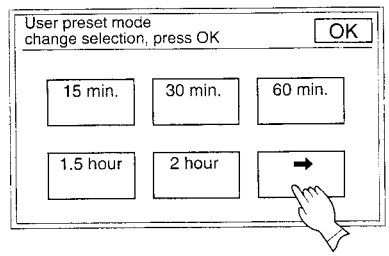
4



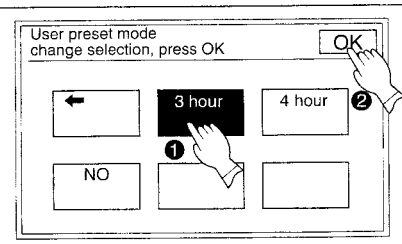
5


OK
1 Auto reset time 1 min
2 Energy saver time 15 min
3 Auto off time 30 min
4 Exposure default Auto
5 Language default English
1/3

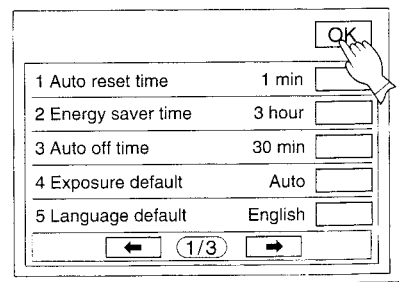
6



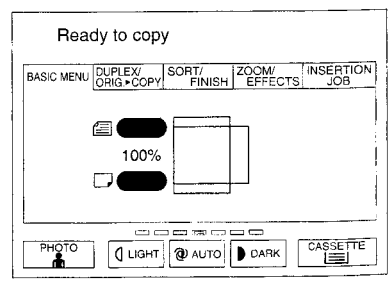
7



8


OK
1 Auto reset time 1 min
2 Energy saver time 3 hour
3 Auto off time 30 min
4 Exposure default Auto
5 Language default English
1/3

9

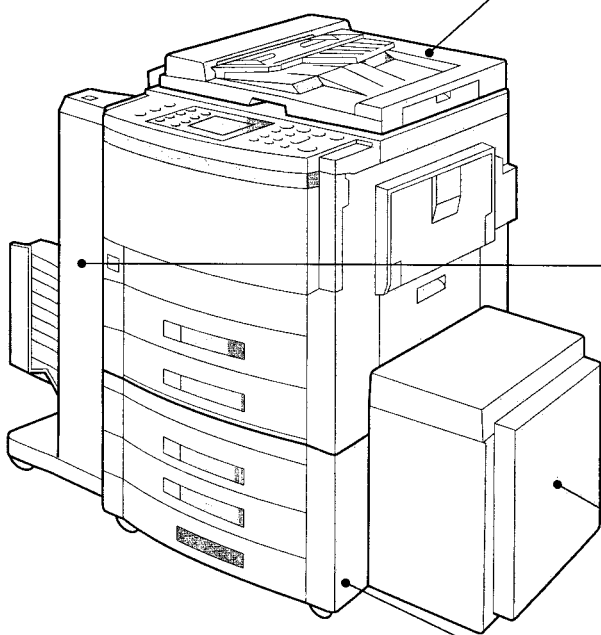


NOTE

- Input the key operator's code number to No.5 of 4/4 screen first, in order to see key operator access screens 1/3 ~ 3/3.

Options

■ Components



ADF, Automatic Document Feeder (FA-A505)
- To feed originals automatically.

i-ADF, Inverting Automatic Document Feeder (FA-A888)
- To feed originals automatically.
- Multi-size feeding.
- For duplex copying.
- For 2 in 1 copying.

20 Bin Sorter
(FA-S575/S660/S680/S685/S690)
- To sort, group or non-sort copies.
- To staple copies. (FA-S660/S680/S685/S690)
- To hole punch copies. (FA-S690)

3000 Sheet Large Capacity Cassette
(FA-MA301)
- 3000 sheets

System Console
- To increase paper feed sources and capacity. (FA-DS82: For FP-7845/7850) Paper Drawer × 1 (550 sheets) Storage Drawer × 1

- The ADU (Automatic Duplex Unit/ FA-MADM6) is standardly equipped.

Options	FP-7845	FP-7850
FA-A505	○	○
FA-A888	○	○
FA-S575	○	○
FA-S660	△	△
FA-S680	○	○
FA-S685	○	○
FA-S690	○	○
FA-MA301	○	○
FA-DS72	×	×
FA-DS82	○	○

○: YES ×: NO
△: Combination use possible with mounting kit, contact your service provider.

i-ADF (FA-A888), ADF (FA-A505)

1. Features

① Automatic original feeding
- The i-ADF/ADF tray can hold up to 50 originals of 80 g/m² paper. (30 originals/B4·FLS, A3)
  It can accommodate originals from A5 to A3 size (50 to 110 g/m²).
- Automatic original size detection.

② Duplex Copying (FA-A888)
The i-ADF allows you to perform two different types of duplexing automatically. (See P.15–17)

③ Multi-size feeding. (FA-A888)
Different size originals to be copied full size (1:1) or same size.

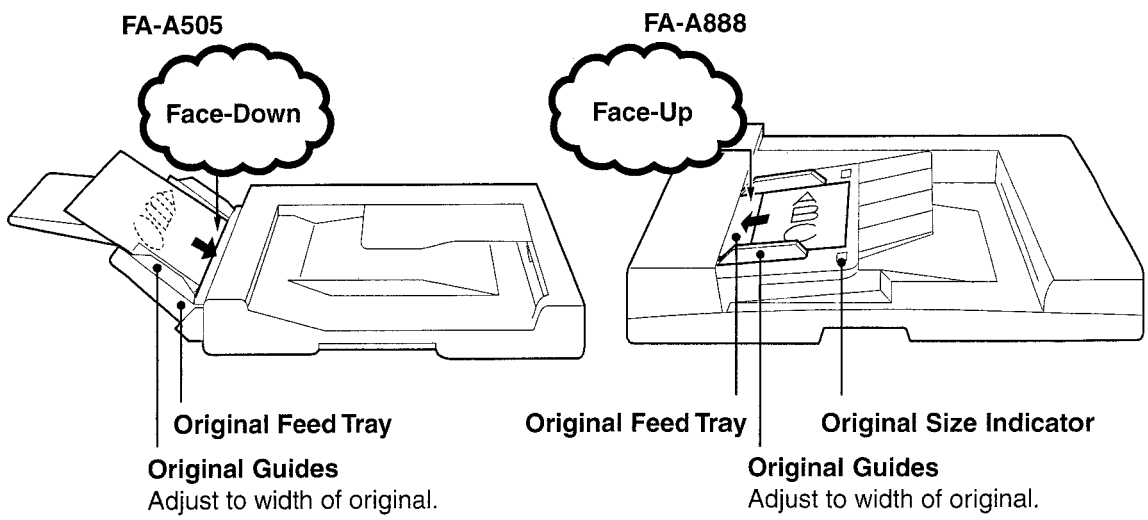
Originals	Copies		
	Full Size	Reduction	Enlargement
B4·FLS A4R	B4·FLS A4R	A4 R/A5 A4 R/A5	A3 A3
A3 A4	A3 A4	A4R A4	———

④ 2:1 Copy (FA-A888)
Double sided original to single sided copies. (See P.15)

⑤ 2 in 1 copy (FA-A888)
To make a 1-sided copy (full size or reduction), from two 1-sided originals side-by-side.
(See P.18)

⑥ SADF (Single Automatic Document Feeder) Function
A special original (like thin paper etc.,) can be fed from the ADF/i-ADF original tray and copied continuously with manual operation.

2. Components



ATTENTION

Inappropriate originals

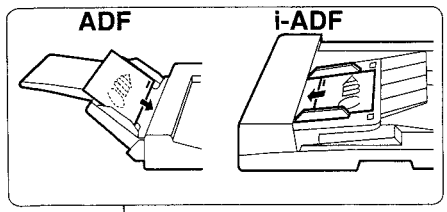
- Paper with a smooth surface such as glossy and coated papers
- Transparencies
- Originals with a lead edge that is creased, folded, punched or glued
- Paste-ups
- Pressure sensitive paper or paper with carbon backing
- Paper with excessive curl
- Stapled originals

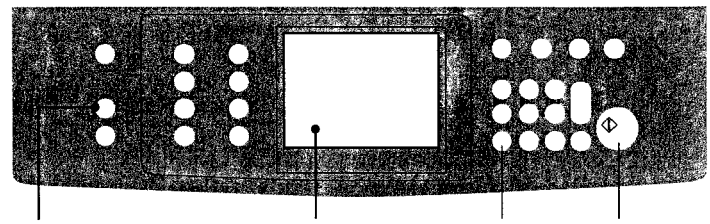
Options

i-ADF (FA-A888), ADF (FA-A505)

3. Usage

■ Procedure





1 Position original

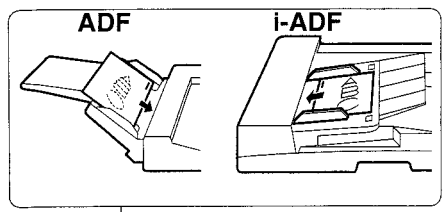
(2) Select Multi-size feeding (FA-A888)

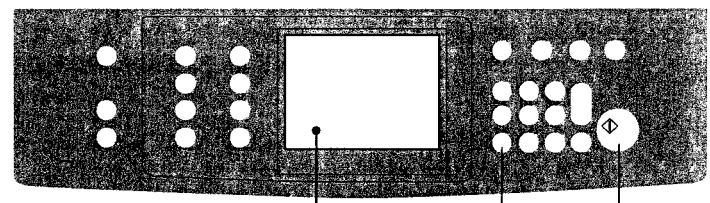
(3) 2:1 Copy
2:2 Copy
2 in 1 copy
(See P.15, 16, 18)

4 Number of copies

5 Press **Start**

■ Procedure





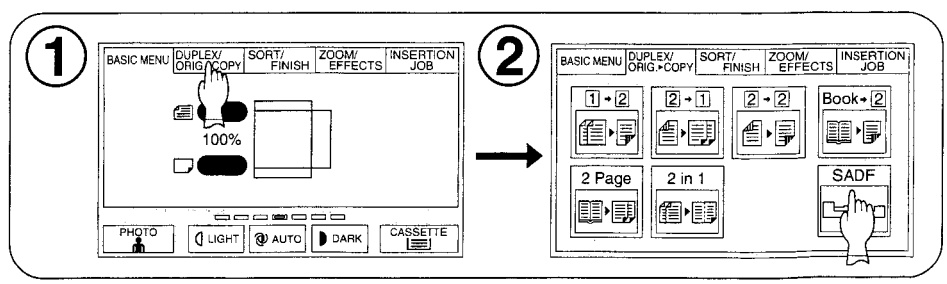
1•5 Position originals one at a time

(Place next original after the last original is fed into the ADF/i-ADF.)

2 Select [SADF] function

3 Number of copies

4 Press **Start**

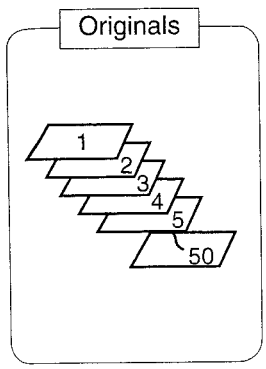


NOTE

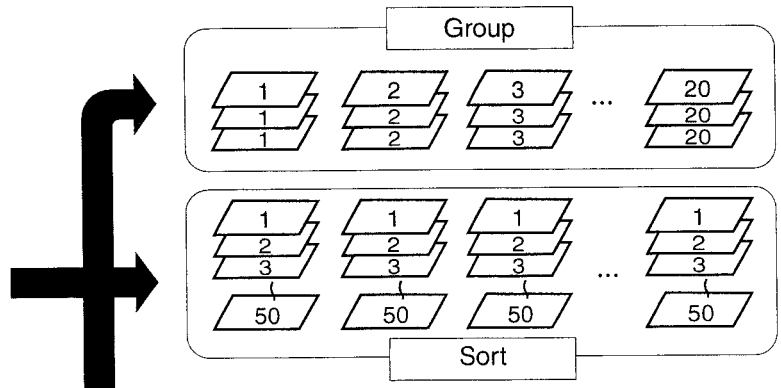
- The SADF function can not be combined with 2-page copy and sorter modes (without staple sort).
- If the next original is not placed within 5 seconds of the completion of the last copy then SADF function will be canceled.

Sorter (FA-S575/S680/S685/S690)

1. Features



This figure shows A4 size (80 g/m²) originals and copies.



20 sets

Staple Sort

Staples sorted sets of up to 50 copies (FA-S660/S680/S685/S690 and i-ADF).

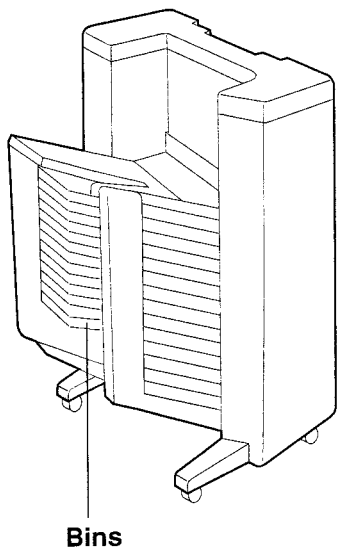
Hole Punch

All copies are made with 4-hole (or 2-hole*) punch (FA-S690 and i-ADF).

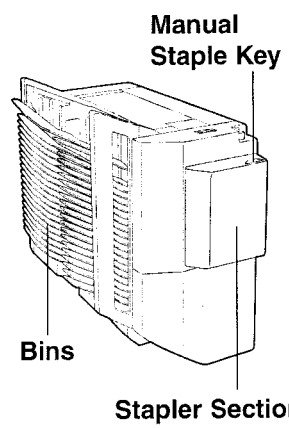
2. Components

* See page 19

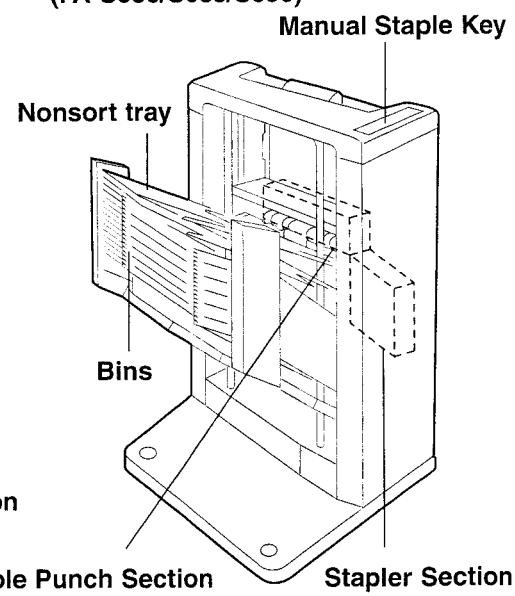
(FA-S575)



(FA-S660)



(FA-S680/S685/S690)



NOTE

oF

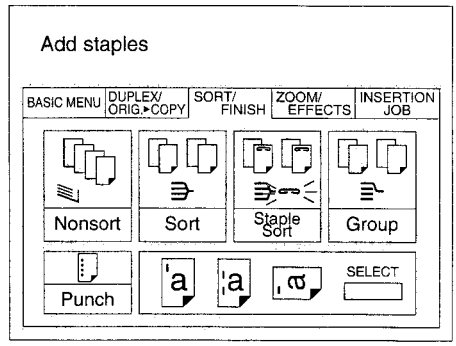
When the overflow **oF** indicator appears on the display, remove excess copies from the bins, then press SORT/FINISH mode key to reset.
For FA-S660/S680/S685/S690: Remove excess copies from the bin(s).

- If the copy paper is not in good condition, misfeeding, paper curling or paper skewing may occur. In such cases, try turning the paper over in the cassette. If this has no effect try some freshly unwrapped paper.

Options

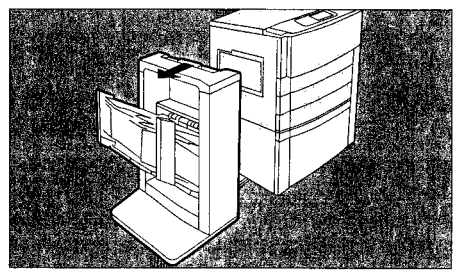
FA-S680

3. Adding staples.



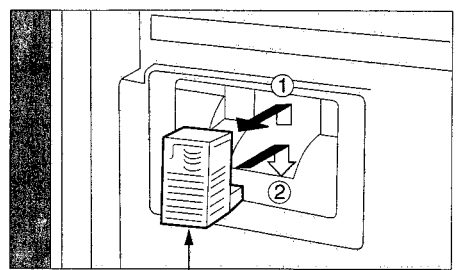
When the staple cartridge is empty, indicator flashes. (⇔)

1



Pull sorter towards the left slowly until it stops.

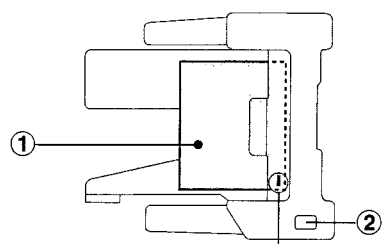
2



Staple Cartridge

① Take out empty staple cartridge.
② Install the new cartridge.
Do not touch and move the staples.
③ Re-insert sorter.

3



Staple Position

Check operations.

① Place some paper on the nonsort bin.
② Press the Manual Staple key several times until it staples.

NOTE

- Order staple cartridges through your servicing dealer.
- When staples are jammed, call service.

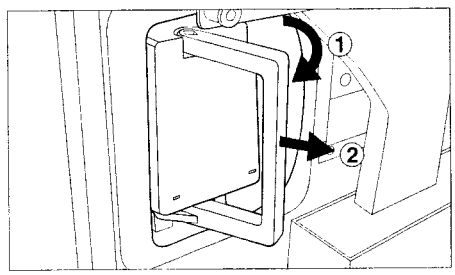
4. When adding staples.

1

When the staple cartridge is empty, indicator flashes. (See page 46)

Pull sorter towards the left slowly until it stops.

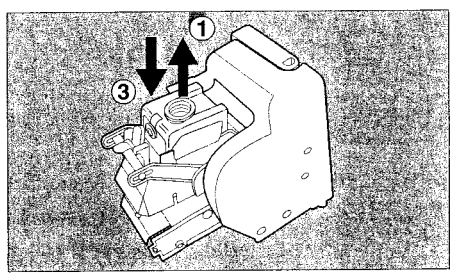
2



①Turn the stapler handle.

②Take out the stapler unit.

3



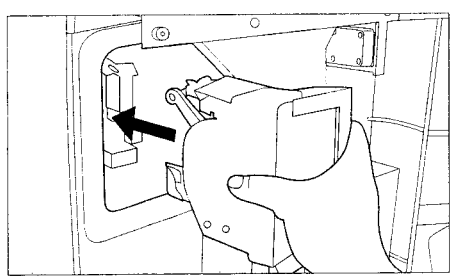
①Take out empty staple cartridge.

②Take out staples if remained in the stapler.

③Install the new cartridge.

Do not touch and move the staples.

4



①Re-install the stapler unit until it stops.

②Re-insert sorter.

5

Check operations. (See page 46)

NOTE

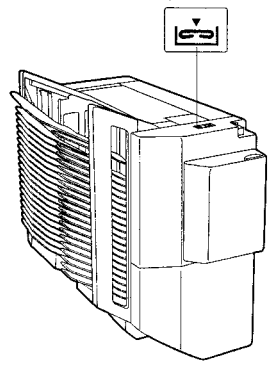
- Order staple cartridges through your servicing dealer.
- When staples are jammed, call service.

Options

FA-S660

5. When adding staples.

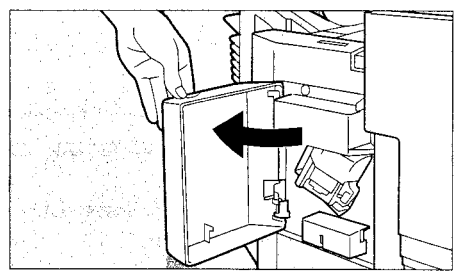
Add Staple Indicator



When the staple cartridge is empty,

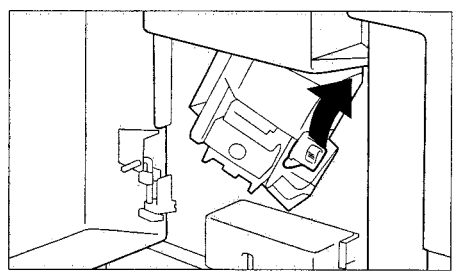
- Add staple indicator on the sorter will flash.
- Add staple indicator on the control panel will flash and also the message will appear. (See P.46)

1



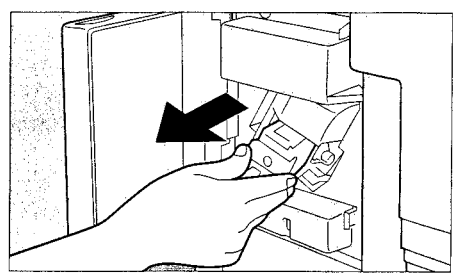
Open the staple cover.

2



Push the green lever in the direction of the arrow to unlock.

3

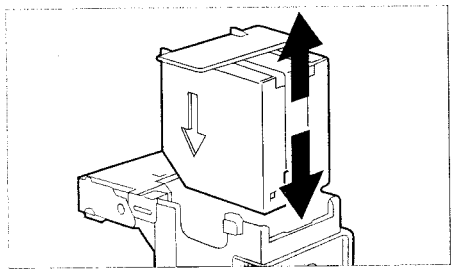


Take out empty staple cartridge.

NOTE

- Order staple cartridges through your servicing dealer.

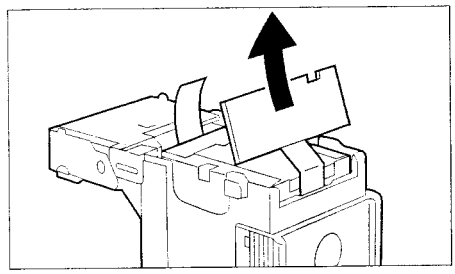
4



Remove the empty staple case, then insert the new staple case.

- If there are any staples remaining in the case, the case cannot be removed.
- Press the staples into the cartridge until they click and are fixed in place.

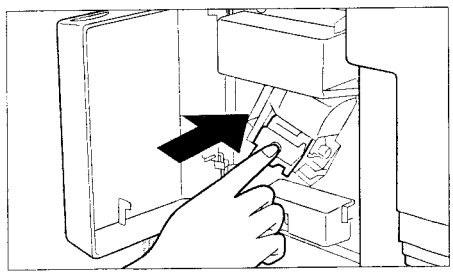
5



Pull the seal holding the staples together straight up to remove it.

- Make sure to pull the seal straight up because if you pull it at an angle it may tear.

6

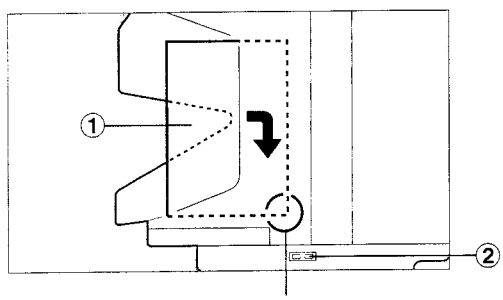


Place the staple cartridge in its original position and push in.

- When the staple cartridge is pushed in as far as possible, it is automatically locked.

Close the staple cover.

7



Staple Position

Check operations.

① Place some paper into the top bin.
② Press the Manual Staple key and check staple operation.

NOTE

- When the add staple indicator stays lit even if the stapler cover is closed, the staple cartridge is not placed properly. Open the stapler cover again, then push the staple cartridge in as far as possible.

Options

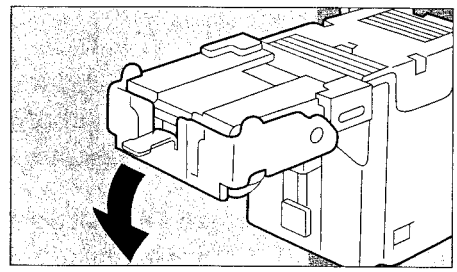
FA-S660

6. When staples are Jammed.

1

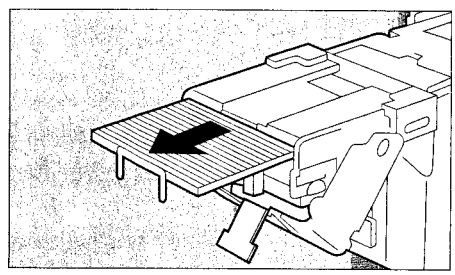
Remove all paper from the bins, then remove the staple cartridge according to staple replacing procedures steps 1 to 4.
(See P.48)

2



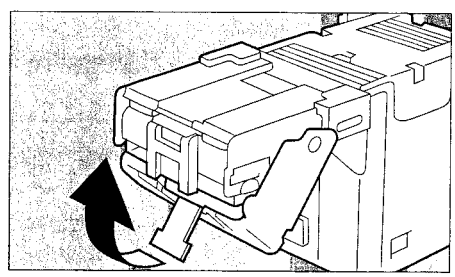
Push the metal knob downwards to open the staple cover.

3



Remove all jammed staples.

4



Close the stapler cover.

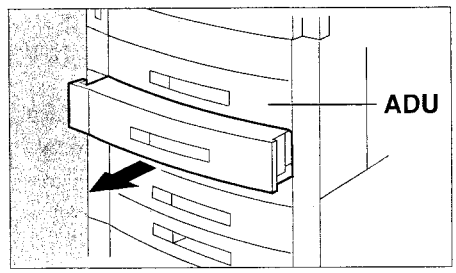
5

Reinstall the staple cartridge according to staple replacing procedures steps 6 to 7 and check operation. (See P.49)

Adding Paper

550 Sheet Paper Tray

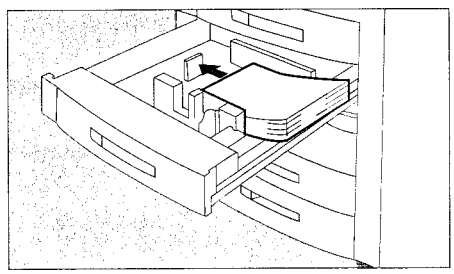
1



Pull paper tray out of copier.

Do not load ADU with paper.

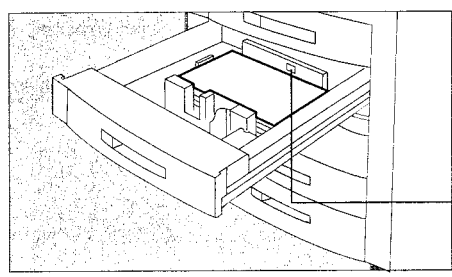
2



Place paper into paper tray.

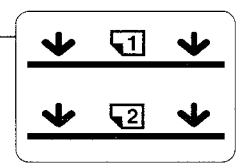
Special papers, like glossy paper, mailing labels and transparencies cannot be used in the paper tray. Use bypass for special paper.

3



Make sure paper is not loaded above overfill indicator located in the paper tray.

Overfill Indicator



← Up to 550 sheets, 80 g/m²

4

Push paper tray back into copier.

ATTENTION

- When the staple sorter is used:
  Some paper may not be suitable for stapling. Please consult your service technician if you are unsure about the type of paper you are using.

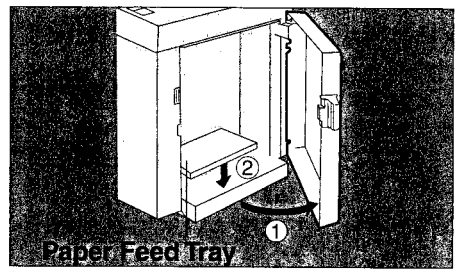
NOTE

- The paper trays are designed to accommodate A5, A4, A4R, B4-FLS and A3 size paper. To change the paper size, contact your service provider for further advice.

Adding Paper

3000 Sheet Large Capacity Cassette (LCC)

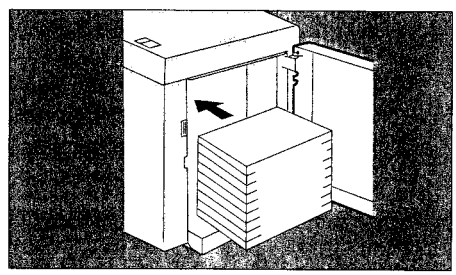
1



①Open the door.
②The paper feed tray will go down.

Do not touch the tray while it is moving.

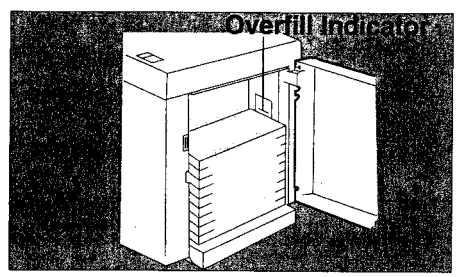
2



Add paper.

After tray stops, place paper neatly on to tray.
A4 size only (portrait).

3



Do not fill above red line.

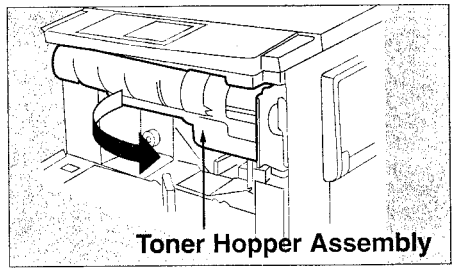
Up to 3000 sheets, 80 g/m^2

4

Close the door.

Adding Toner (/U13)

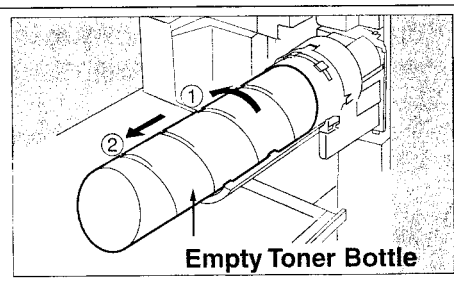
1



Open front panel.

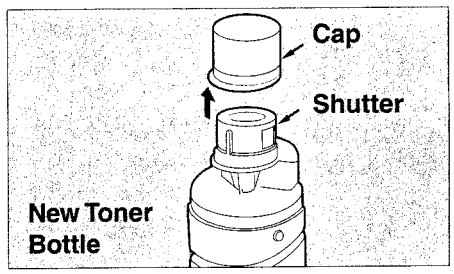
Turn toner hopper assembly.

2



① Turn empty toner bottle until it stops.
② Slide empty toner bottle towards you and remove.

3

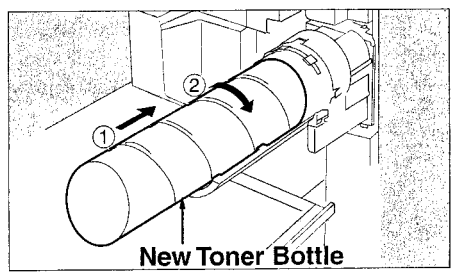


Shake well before using.
10 – 15 times until the toner inside is evenly distributed.

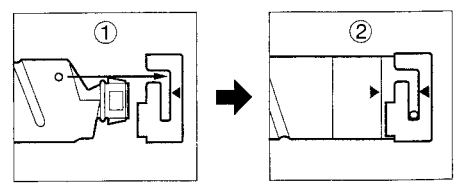
Remove the cap from the bottle.

Do not turn the shutter.

4



① Insert new toner bottle to the hopper assembly.
② Turn the bottle until it stops, and arrows are aligned.



5

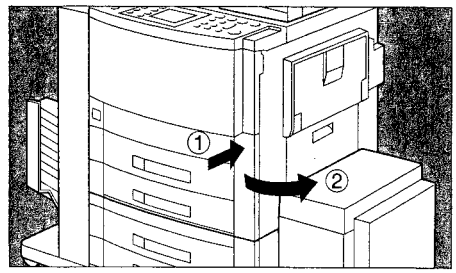
Return the toner hopper assembly to original position.
Close front panel.

ATTENTION

- For optimum copy quality use the recommended Panasonic toner. Store toner in a cool dark place. Do not unseal toner before use. Use it as fast as possible after unsealing.

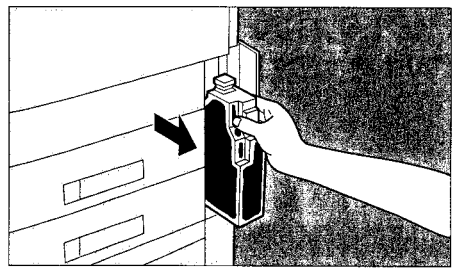
Replacing the Waste Toner Bottle (/U14)

1



Open waste toner bottle cover.

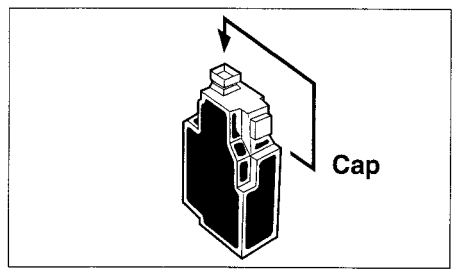
2



Slowly pull waste toner bottle straight out.

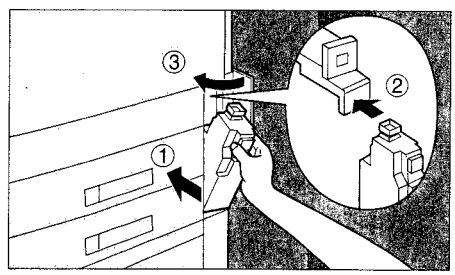
Do not squeeze the bottle.

3



Close bottle with cap.

4



Install new bottle.

Do not insert the bottle from the top.

5

Close waste toner bottle cover.

ATTENTION

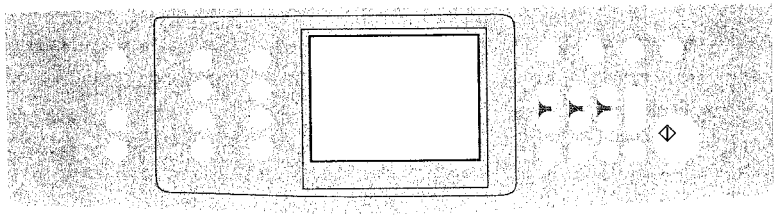
- Do not use toner in waste toner bottle.

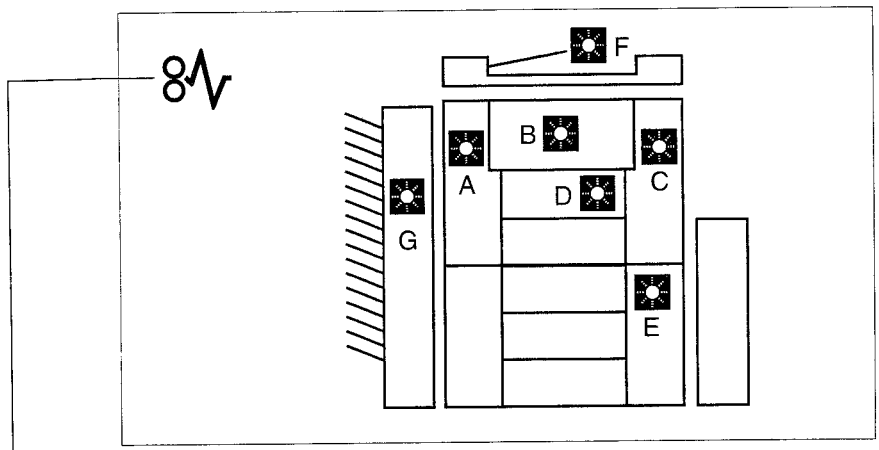
NOTE

- If you have no replacement waste toner bottle, please contact your service provider.

Removing a paper misfeed (8)

■ **If a paper misfeed should occur, the misfeed indicator and misfeed position(s) will be shown on the touch panel display.**





Paper Misfeed Positions

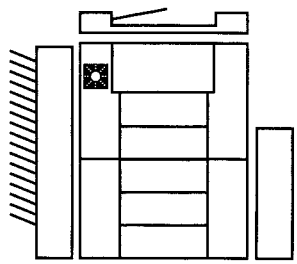
8	**Copier or System Console**	A: The paper exit area: (See P.56) B: Paper transport area (See P.57) C: Paper entry area (See P.57) LCC, Large Capacity Cassette (See P.59) D: Automatic Duplex Unit (ADU) (See P.58) E: System Console (See P.59)
	ADF i-ADF	F: ADF/i-ADF (See P.60–61)
	Sorter	G: 20 Bin Sorter (See P.62)

ATTENTION

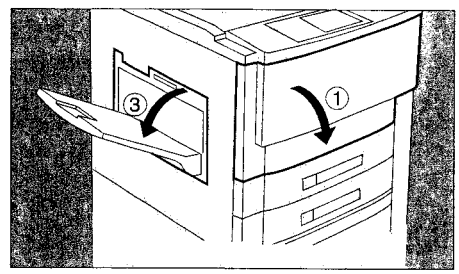
- Make sure that the misfeed indicator goes off after removing a paper misfeed. The misfeed indicator will not go off if the paper is still remaining in the copier. Check again and remove all misfed paper.

Removing a paper misfeed (8V)

Paper exit area

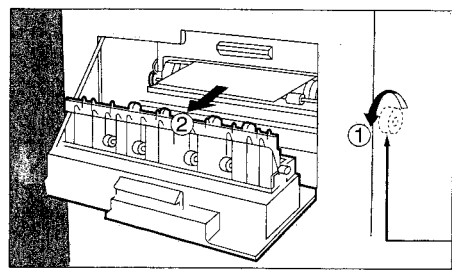


1



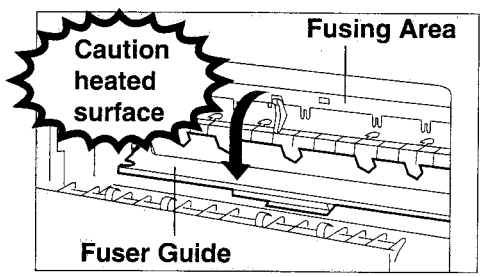
①Open front panel.
②Move the sorter to the left if installed. (See P.46)
③Open exit cover.

2



①Turn the left paper clearing knob.
②Remove misfed paper.

3



Caution: This fuser area may be hot.
①Open the fuser guide.
②Check that no misfed paper is remaining.
③Close the fuser guide.

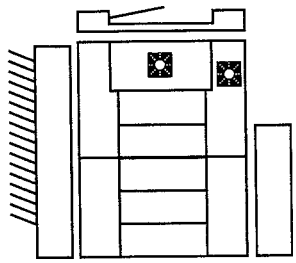
4

①Close exit cover.
②Close front panel.

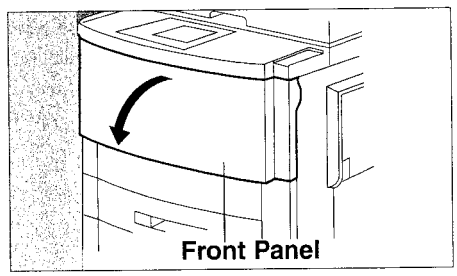
ATTENTION

- The fusing area may be hot, so use caution when removing misfed paper.
- The front panel must be opened prior to opening the exit cover.
- Make sure that the misfeed indicator goes off after removing all misfed paper.
- After removing misfed paper, close front panel as soon as possible.

Paper transport and paper entry areas

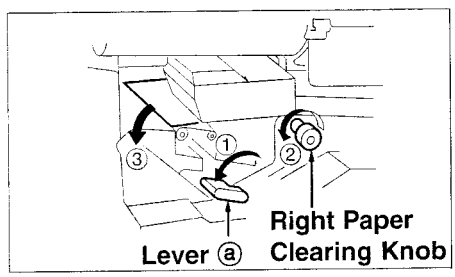


1



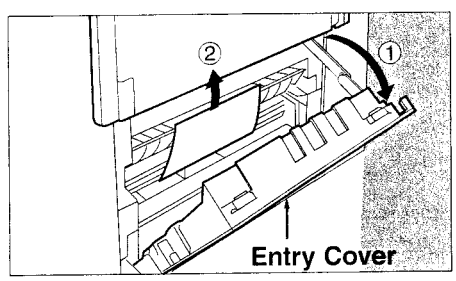
Open front panel.

2



① Lower lever ⓐ.
② If copy paper is fed far into the copier, turn the right paper clearing knob.
③ Remove misfed paper.
④ Close front panel.

3



① Open entry cover.
② Remove misfed paper.
③ Close the entry cover.

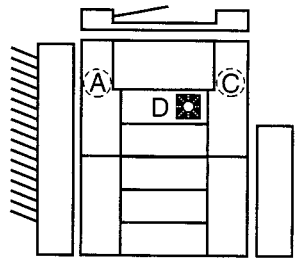
8

ATTENTION

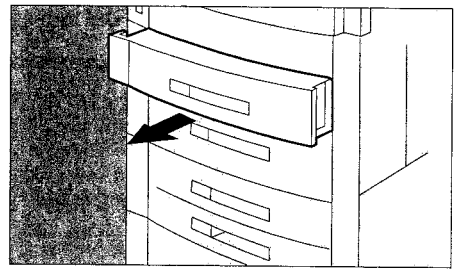
- Make sure that the misfeed indicator goes off after removing all misfed paper.
- After removing misfed paper, close front panel as soon as possible.

Removing a paper misfeed (8Ⅳ)

Automatic Duplex Unit (ADU)

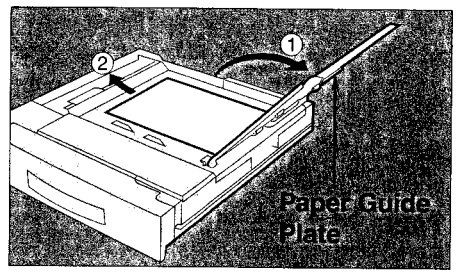


1



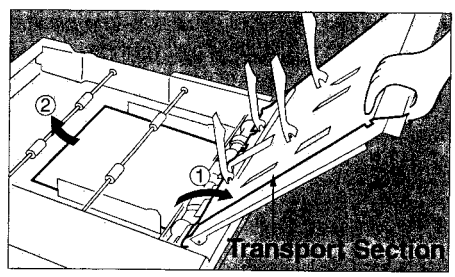
Pull out automatic duplex unit.

2



① Open paper guide plate.
② Remove misfed paper.
③ Close paper guide plate.

3



If misfeed is too far into the automatic duplex unit:
① Open paper transport section, until it stops.
② Remove misfed paper.
③ Close paper transport section.

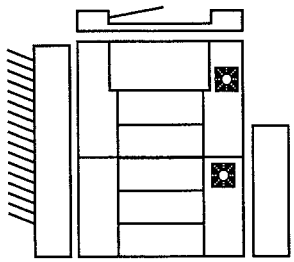
4

Push back automatic duplex unit.

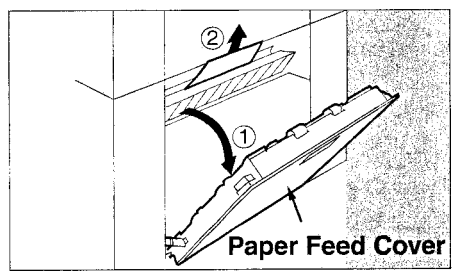
ATTENTION

- When the misfeed indicators light at A, C and D, remove misfed paper from A and C first then remove it in the ADU (D).
- Make sure that the misfeed indicator goes off after removing all misfed paper.

System console/Large Capacity Cassette



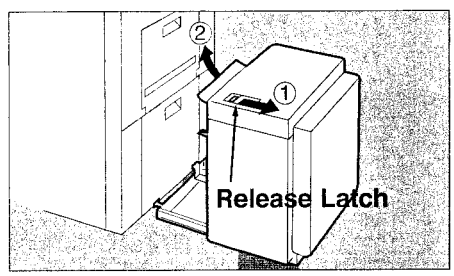
1



System Console

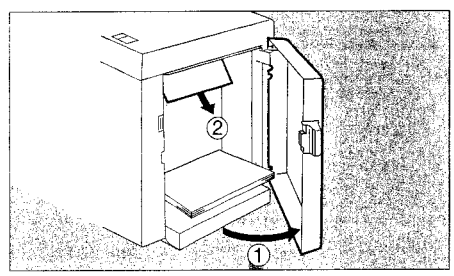
① Open the paper feed cover.
② Remove misfed paper.
③ Close the paper feed cover.

2



Large Capacity Cassette

① Hold the latch and slide the large capacity cassette to the right.
② Remove misfed paper.



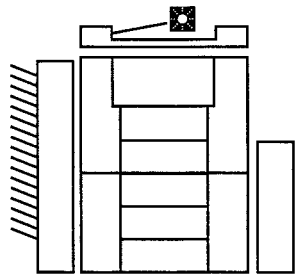
① Open the door.
② Remove misfed paper.
③ Close the door.
④ Return the large capacity cassette to original position.

ATTENTION

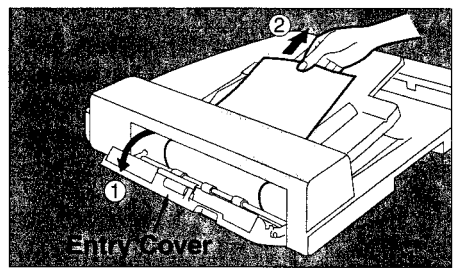
- Make sure that the misfeed indicator goes off after removing all misfed paper.

Removing a paper misfeed (⇐)

i-ADF

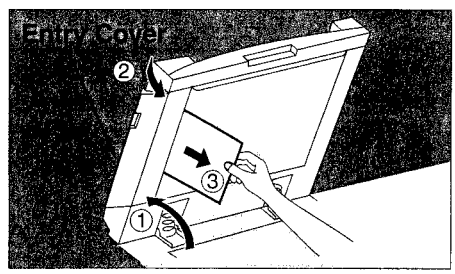


1



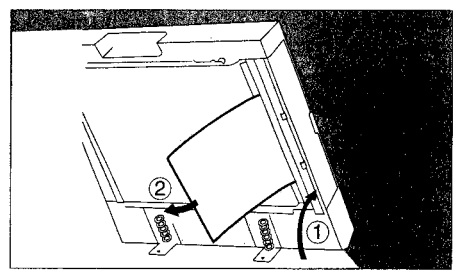
Entry Area

① Open entry cover.
② Remove misfed paper.
③ Close entry cover.



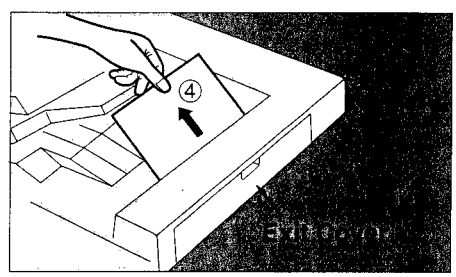
① Open the i-ADF.
② Open entry cover.
③ Remove misfed paper.
④ Close entry cover and the i-ADF.

2



Exit Area

① Open the i-ADF.
② Remove misfed paper.
If paper is remaining on the platen glass, remove it.



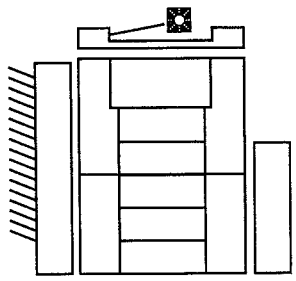
If paper can not be removed:

③ Close the i-ADF.
④ Open exit cover.
⑤ Remove misfed paper.
⑥ Close exit cover.

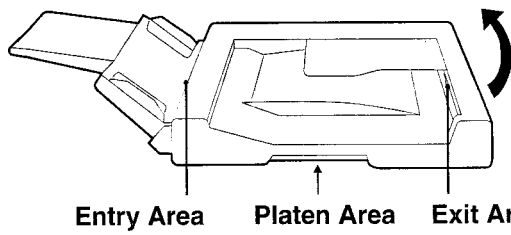
ATTENTION

- Make sure that the misfeed indicator goes off after removing all misfed paper.

ADF

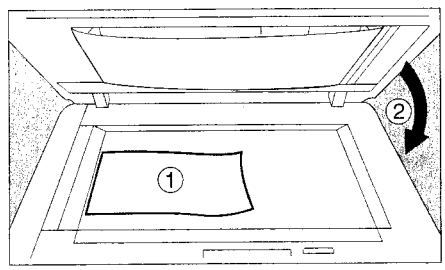


1



Open the ADF

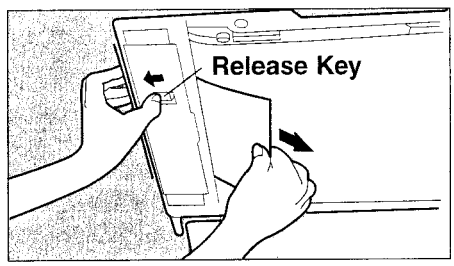
2



Platen Area

① Remove misfed paper.
② Close the ADF.

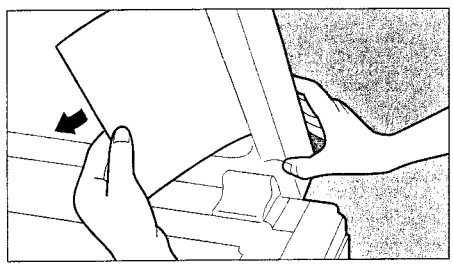
3



Entry Area

① Push the Release key and remove misfed paper.
② Close the ADF.

4



Exit Area

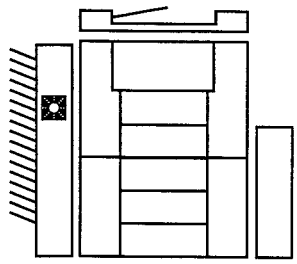
① Remove misfed paper.
② Close the ADF.

ATTENTION

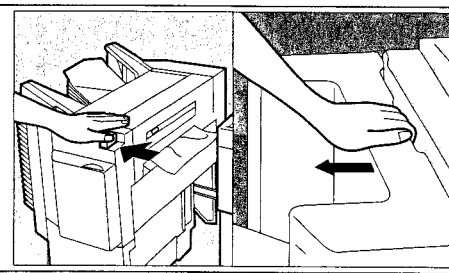
- Make sure that the misfeed indicator goes off after removing all misfed paper.

Removing a paper misfeed (≷□)

Sorter

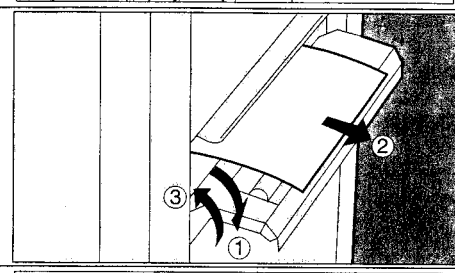


1

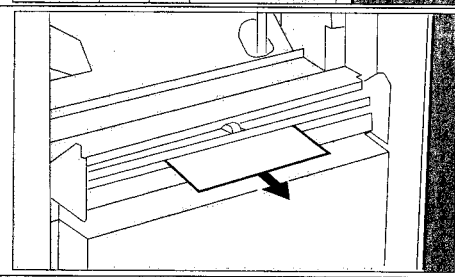


Pull the sorter toward the left slowly until it stops.

2

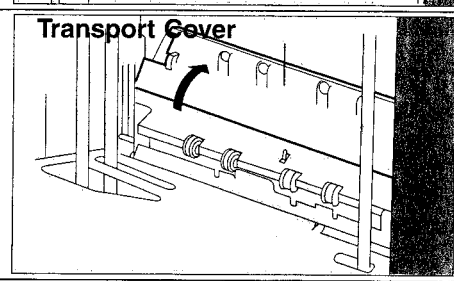


For FA-S575
① Open transport cover of the sorter.
② Remove misfed paper.
③ Close transport cover.



For FA-S660/S680/S685/S690
Remove misfed paper.

3



For FA-S680/S685/S690
① Open transport cover of the sorter.
② Check that paper is removed completely.
③ Close transport cover.

4

Slide the sorter against the copier.

ATTENTION

- Make sure that the misfeed indicator goes off after removing all misfed paper.

Specifications

■ FP-7845/7850

Type:	Desk Top
Process:	Dry, New Mgnefine High Definition Toner
Multi-Copy Speed:	45 A4 size copies per minute (FP-7845) 50 A4 size copies per minute (FP-7850)
Maximum Copy Size:	A3 (297 × 420 mm) Void Area: max. 5.0 mm
Copy Size:	A5R, A4, A4R, B4, (Foolscap), A3 by Paper Tray A6R – A3 by Sheet Bypass
Reduction Ratios:	Preset: 50%, 58%, 71%, 82%, 87% Variable: from 99% to 50% in 1% increments
Enlargement Ratios:	Preset: 115%, 122%, 141%, 173%, 200% Variable: from 101% to 200% in 1% increments
Paper Feed:	550 sheet paper drawer plus 50 sheet Bypass Automatic Switching Automatic Duplex Unit holds up to 50 sheets.
Paper Selection:	Automatic
Paper Weight:	60 – 90 g/m^2 (55 – 130 g/m^2 via sheet bypass)
Quantity Selector:	1 - 999, Automatic Repeat, Automatic Reset to 1
Exposure Control:	Automatic/Manual plus Photo Mode
Toner Supply:	Automatic
Dimensions:	606 (W) × 661 (D) × 582 (H) mm
Weight:	73.9 kg (FP-7845), 74.7 kg (FP-7850)
Electrical Requirements:	AC 220 – 240V, 50Hz, 6.5A

■ i-ADF (FA-A888), ADF (FA-A505)

Original Capacity:	30 sheets/B4·FLS, A3 50 sheets/A5, A4
Paper Size:	A5, A4, A4 R, B4·FLS, A3
Paper Weight:	50 – 110 g/m^2
Electrical Requirements:	Supplied from copier
Dimensions:	580 (W) × 480 (D) × 95 (H) mm without Tray (FA-A505) 600 (W) × 519 (D) × 120 (H) mm without Tray (FA-A888)
Weight:	10 kg (FA-A505) 12 kg (FA-A888)

Specifications are subject to change without notice.

Specifications

■ 20 Bin Sorter (FA-S575/S680)

	FA-S575	FA-S680 (Staple)
Paper Size:	A5/A4/A4 R/B4·FLS/A3	A5/A4/A4 R/B4·FLS/A3
Paper Weight:	60 – 90 g/m²	60 – 90 g/m²
Number of Bins:	20	20 Plus stack tray
Bin Capacity:		
Nonsort	Top Bin: 150 sheets (90 sheets/ADU) Bins 2-20: 50 sheets	Nonsort tray: 100 (75*) sheets Bins 1-20: 30 sheets (25 sheets/A3)
Staple sort	———	50 sheets (30 sheets/A3) (Except A5 size)
Sort	50 sheets	50 sheets (30 sheets/A3)
Group	Top Bin: 150 sheets Bins 2-20: 50 sheets	30 sheets (25 sheets/A3)
Electrical Requirements:	Supplied from copier	Supplied from copier
Dimensions:	360 (W) × 488 (D) × 975 (H) mm	532 (W) × 566 (D) × 973 (H) mm
Weight:	33 kg	45 kg

* When more than 100 copies are selected, 75 copies are stacked in the Nonsort tray and the balance in the sort bins.

■ 20 Bin Sorter (FA-S685/S690)

	FA-S685 (Staple)	FA-S690 (Staple)
Paper Size:	A5 – A3	
Paper Weight:	60 – 90 g/m²	
Number of Bins:	20	
Bin Capacity:		
Nonsort	Nonsort tray: 100 (50*) sheets Bins 1-20: 30 sheets (25 sheets/A3)	
Staple sort	50 sheets (30 sheets/A3) (Except A5 size)	
Sort	50 sheets (30 sheets/A3)	
Group	30 sheets (25 sheets/A3)	
Hole Punch	———	According to selected sorter mode (Nonsort, Staple Sort, Sort or Group)
Electrical Requirements:	Supplied from copier	
Dimensions:	532 (W) × 566 (D) × 973 (H) mm	602 (W) × 566 (D) × 973 (H) mm
Weight:	42 kg	47 kg

* When more than 100 copies are selected, 50 copies are stacked in the Nonsort tray and the balance in the sort bins.

■ 20 Bin Sorter (FA-S660)

	FA-S660 (Staple)
Paper Size:	A5/A4/A4 R/B4·FLS/A3
Paper Weight:	60 – 90 g/m²
Number of Bins:	20
Bin Capacity:	
Nonsort	Top Bin: 100 sheets When copying more than 101 copies; Bins 1-20: 30 sheets (25 sheets/B4, A3)
Staple sort	50 sheets (25 sheets/B4, A3) (Except A5 size)
Sort	50 sheets (25 sheets/B4, A3)
Group	30 sheets (25 sheets/B4, A3)
Electrical Requirements:	Supplied from copier
Dimensions:	434 (W) × 594 (D) × 624 (H) mm
Weight:	20 kg

■ System Console (FA-DS82)

Combination:	550 Sheet Paper Drawer × 1 (DS82)
	Storage Drawer × 1
Paper Size:	A5, A4, A4 R, B4·FLS, A3
Paper Weight:	60 – 90 g/m²
Electrical Requirements:	Supplied from copier
Dimensions:	606 (W) × 634 (D) × 416 (H) mm
Weight:	27 kg (DS82)

■ Large Capacity Cassette (FA-MA301)

Paper Size:	A4
Paper Weight:	60 – 90 g/m²
Paper Capacity:	Maximum 3000 sheets, 80 g/m²
Electrical Requirements:	Supplied from system console
Dimensions:	290 (W) × 445 (D) × 517 (H) mm
Weight:	14 kg

Specifications are subject to change without notice.

Troubleshooting

Before you call service

Check	Action
Unit does not operate	
Does the display light? (See P.8)	Check if the Power Switch is turned on and if the power plug is inserted into the outlet.
Does the Energy saver key flash (or light) and displays are turned OFF? (See P.8)	Press Energy saver key on control panel.
Do any of the U00 codes and messages appear on display? (U0, U4, U10, U12, U13....etc.,)	Perform actions in accordance with each message.
Do the over flow indicator and message appear on display? (oF) (See P.45)	Remove copies from the sorter bin(s), and press SORT/FINISH mode select key. **For FA-S680/S685/S696** Remove copies from the sorter bin(s). (See P.45)
Does the add staples indicator and message appear on display? (⊂⊃) (See P.46)	If staples are not empty, call service. (Staples are jammed.)
Does the add paper indicator and message appear on display? (⇩) (See P.51–52)	Add paper. (See P.51–52)
Does paper misfeed indicator and message appear on display? (⚠) (See P.55–62)	Remove misfed paper. (See P.55–62)
Does any of the E0-00 indicator and message appear on display? (See P.8–9)	Turn copier off, then on. If error code does not go away, call service.

Check	Action

Copies are light

Does the exposure indicator say "light"? (See P.11)	Touch the "dark" key or touch the "Auto" key to choose the auto mode. (See P.11)
Does the add toner indicator and message appear on displays? (See P.53)	Add toner. (See P.53)

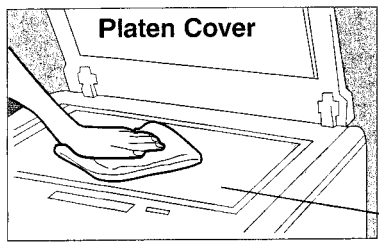
Copies are marked

Is the copier platen glass or platen cover dirty?	Clean the glass or platen cover. (See below)

■ If the measures outlined above do not solve the problem, call for Service.

■ Cleaning

As a rule, clean once a week.



Platen/Platen Cover
① Gently wipe marks off with cloth and neutral detergent.
② Gently wipe again with a dry cloth.